



# TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

## **Position: Reference Services Assistant**

### **Location: Tredyffrin Public Library**

Tredyffrin Public Library is seeking a part-time Information Services Assistant to work 6 - 12 weekday hours & 8 weekend hours on rotation. The candidate should function well in a busy environment and enjoy working with the public. Candidate must be flexible, computer literate, Internet-savvy, and able to provide accurate answers to a variety of in-person and telephone queries. A strong customer service ethic is essential. Working hours will vary depending on programming needs, scheduling, and associated promotional activities and will require evening and weekend hours. This position reports to the Director of Reference and Technology.

- ALA accredited Master's Degree in Library Science or MLS student preferred, Bachelor's Degree required.
- Library experience preferred.
- Current child abuse clearance, current state background clearance, current federal background clearance.
- Beginning wage: \$12.50-\$13.50 per hour

Physical requirements of this position are the ability to: operate computer equipment and keyboards with ease; handle and move 25 lb. tables; sit, walk, and/or stand for extended periods of time; stoop, and reach in a confined area; wheel books or equipment weighing up to 125 lbs.; operate a variety of computer and standard office machines.

Applications will be accepted until the position is filled. Submit cover letter and resume electronically to Catherine Boyle, Director of Reference and Technology at [cboyle@ccls.org](mailto:cboyle@ccls.org) with the subject line: Info Services Assistant

EOE employer. Position open until filled.