

**Title:** PART-TIME CIRCULATION ASSISTANT  
**Employer:** Chester Springs Library  
**Location:** Chester Springs, Chester County, PA  
**Hours:** 12 hours / week with some Saturdays or Sundays  
**Salary:** \$9.50 per hour

**Position Overview:**

The Chester Springs Library is a non-profit organization whose mission is to promote education, information and recreation for the community. The part-time Circulation Assistant is responsible for providing Library customers with services ranging from basic circulation functions to assisting with their informational needs. Chester Springs Library is an Equal Opportunity Employer.

**Essential Job Functions:**

- Function as the Person in Charge (PIC) on regular basis
- Perform basic circulation functions (check in, check out, renewals, holds)
- Perform opening and closing procedures
- Process items to/from the daily van delivery
- Collect materials from outside book drop
- Shelf the materials
- Process and place holds on books
- Answer phone and route calls as necessary
- Answer customer questions both by phone and in person
- Perform basic reference work and readers' advisory
- Collect fines and fees and make change as needed
- Update and issue new library cards
- Shift and re-arrange shelves; shelf-reading
- Oversee computer, scanner and copier usage and assist with basic problems
- Troubleshoot software and printer problems
- Upgrade library and educational skills by attending job training sessions
- Process and catalog new materials
- Withdraw materials from collection
- Create displays promoting materials and seasonal decoration of the library
- Provide support with fundraisers
- Perform other related duties as negotiated to meet the ongoing needs of the organization.

**Education, Experience and Skills:**

- College degree preferred
- Prior library experience preferred
- Demonstrated ability to assume the responsibilities of the Person in Charge (PIC)
- Basic computer skills including Microsoft Office applications, Email and Internet searching
- Knowledge of Dewey Decimal System
- Attention to detail to ensure the effective flow of library materials
- Outstanding people skills – ability to work effectively with others

- Extraordinary customer service skills
- Possess a positive attitude and appearance while welcoming customers to the library
- Ability to instruct customers on library databases and downloading library materials to various devices.
- Demonstrated ability to be positive, adaptable, creative and forward thinking
- Demonstrated ability to use sound judgment and diplomacy
- Demonstrated ability to handle financial transactions accurately
- Demonstrated ability to develop and maintain effective, collaborative working relationships in and across organizations
- Excellent communication skills, both written and oral
- Excellent time management skills
- Physical abilities: handle, lift, or move library materials weighing up to 25 lbs.; and to operate a keyboard; to stand, sit, kneel, walk, stoop, reach repeatedly throughout the work-shift

**All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).**

### **About Chester Springs Library**

The Chester Springs Library is one of the smallest libraries in the Chester County Library System. It is a cornerstone of the picturesque Village of Historic Yellow Springs, a 140-acre restored landmark that serves as the civic, artistic and cultural nexus of West Pikeland Township in beautiful Chester County. We deliver quality equal opportunity education to students of all ages.

As a member of the Chester County Library System (a federated system made up of 16 member branches with 18 facilities), the Chester Springs Library combines the powerful capabilities of the larger system with personalized instruction and enrichment. Users benefit from the vast resources of the larger library system – from powerful online tools to extensive holdings – while enjoying a friendly atmosphere dedicated to advancing the economic, social and personal quality of life in our community.

### **Submit cover letter and resume to:**

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Chester Springs Library  
1709 Art School Road  
Chester Springs, PA 19425  
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