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is an Equal Opportunity Employer  
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**CHESTER COUNTY LIBRARY  
& DISTRICT CENTER  
AND HENRIETTA HANKIN BRANCH**



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**Requisition# 2440**  
**Title PT Librarian – Reference**  
**Department Chester County Library**  
**Location 450 Exton Square Parkway, Exton, PA**

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The Chester County Library, Exton, PA is seeking a PT reference librarian dedicated to serving our customers with enthusiasm, professionalism and an eye to the future.

**Responsibilities:** to provide direct reference services and readers' advisory to the public and to member libraries using various communication formats: face to face, telephone, e-mail, texting and chat. The librarian will provide one on one research help to customers off the desk, participate in community outreach and be a contributing member of the Reference Department in planning and implementing reference services. Continuing education is required and is provided by or through the Chester County Library.

**Additional assignments:** collection development in assigned areas of the circulating collection, acquisition of community information publications, maintenance of readers' advisory materials, and other special projects.

This position requires an ALA accredited M.L.S. with broad-based reference experience, knowledge of online and electronic resources, including Internet, downloadable content, and familiarity with e-readers, mobile devices and tablets. M.L.S. candidate with appropriate coursework would be considered. Good verbal and written communication skills, ability to handle stressful and sometimes ambiguous situations, and a demonstrated commitment to public service are essential.

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).

**Position Type:** Part-Time / Exempt

**Salary Information:** \$18.00 per hour

**Shift:** Hours will vary by week including one weekend every 4 weeks on rotation (Sat. 9-5 and Sun. 1-5)

**Weekly Hours:** 20

**Deadline:** Applications will be accepted until position is filled.

**Original posting date:** 6/14/2018

**To apply, contact County of Chester Human Resources:**  
Apply online at [www.chesco.org](http://www.chesco.org); Job Inquiries: 610-344-6698