



**The County of Chester
is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**

**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 00247
Title PT Library Page – Circulation
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

This position is responsible for performing Circulation procedures to ensure quality customer service and smooth, accurate flow of library materials to and from customers. This includes following Library and County policies in order to maintain the public service image of the library.

Key job responsibilities for the position are processing and reshelving returned library materials, keeping shelves and public tables neat, clearing the outside book drops throughout the day, and interacting with library patrons in a courteous and professional manner.

The person in this position must be able to put materials in order alphabetically and numerically using decimal numbers. The position also requires the ability to master basic online circulation functions, and demonstrate current computer proficiency including internet, email and Microsoft Office skills.

This position requires the following physical abilities: to handle, lift, move, shift library materials weighing up to 25 lbs; to wheel book carts weighing up to 125 lbs; to operate a keyboard; to stand, sit, kneel, walk, stoop, reach repeatedly throughout the workday.

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 / Non-Exempt

Salary Information: \$8.50 per hour

Shift: Varies including nights and weekends.

Weekly Hours: 15

Deadline: Applications will be accepted until position is filled.

Original posting date: October 14, 2019

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698