



**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**



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**Requisition# 00466**  
**Title Librarian II - Reference**  
**Department Henrietta Hankin Branch Library**  
**Location 215 Windgate Drive, Chester Springs, PA**

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The Henrietta Hankin Branch Library is seeking an experienced, full-time reference librarian dedicated to maintaining and enhancing the high standard of information and customer service established by the Library.

Responsibilities: Public service desk hours, collection development for adult materials, collection promotion, technology instruction, social media posting, community engagement, program planning/presentation and occasionally being a Person-in-Charge.

Requirements: This position requires an ALA accredited M.L.S. degree, broad-based reference experience, knowledge of electronic resources and downloadable content, and a familiarity with mobile devices. Excellent oral and written communication skills and a demonstrated commitment to public service are essential. PC proficiency including Internet, email and Microsoft Office skills is required.

Physical abilities: Handle, lift, or move library materials weighing up to 25 lbs.; stand at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop or reach within a confined area.

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:** Full-Time / Exempt

**Salary Information:** Salary range available beginning at \$41,059.20 annually based on education and experience.

**Shift:** Varies, includes nights and weekends.

**Weekly Hours:** 35

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

**Original posting date:** 7/8/2020

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