



**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# 00616**  
**Title PT Library Page – Youth Services**  
**Department Chester County Library**  
**Location 450 Exton Square Parkway, Exton, PA**

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The staff member holding this position is responsible for reshelving materials returned to and used in the library in order to ensure quality customer service and the smooth and accurate flow of 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 include putting returned items in order – alphabetically or by Dewey Decimal System, shelving materials accurately and according to the departmental standards of 1 cart of fiction books per half hour and 1 cart of picture books or non-fiction per hour, straightening and shelf reading the stacks while shelving and when needed, maintaining book displays and keeping the department tidy, assisting the librarians with collection maintenance by setting aside tattered and worn materials, assisting with children's and young adult programs as needed, and providing library customers with courteous and professional service and referring reference questions to the children's desk.

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 & weekends.

**Weekly Hours:** 7

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

**Original posting date:** 12/11/2020

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