

Oxford Library

Title: Library Assistant

This part time position is responsible for performing daily circulation procedures throughout the library.

Duties include:

- Assists patrons with finding and checking out library materials
- Assists patrons with use of library facilities including computers, printer, copier and fax machine
- Collects fines and fees for rental materials
- Assists with development and supports library programming
- Assists with processing materials
- Assists with weeding the collection
- Issues new patrons cards/updates cards
- Examines returned materials for damage
- Shelves returned materials and maintains collection order through shelf reading
- Other duties as assigned

Qualifications Include:

- High School Diploma
- 1 year minimum of Customer Service experience
- Good communication skills and desire to work with the public
- Ability to learn the automated system
- PC Skills to include Microsoft Outlook and basic internet skills
- Ability to lift up to 25lbs
- Ability to work independently
- Ability to stand for up to 4 hours
- Ability to stoop and reach to shelve books

This position requires successful documentation of the following clearances within the last 12 months:

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK

FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK

Evening (4 pm - 8 pm) and Saturday (9 am - 4 pm) hours

Compensation: \$9.00 an hour

Deadline: Until position is filled.

To apply, please email a resume to Carey Bresler at cbresler@ccls.org or stop by the library to fill out an application.

The Oxford Library supports workplace diversity and is an Equal Opportunity Employer (EOE)