



**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# 00959
Title PT Library Assistant - MultiMedia
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

This part time position is responsible for providing reference responses, readers' advisory services, assisting customers with identifying and locating library materials, as well as, answering general policy and directional questions. Staff in this position must follow Library and County policies, and maintain the positive public service image of the library.

This position requires familiarity with popular film, music, and book genres, as well as an understanding of Chester County Library's eMedia collection. This position also requires good organization and communication skills; a proficiency in Windows, the Internet, and MS Office; the ability to master automated circulation functions; genuine enjoyment of public service; the ability to handle stressful situations when necessary; and flexibility. Must have a High School Diploma or equivalent.

While performing the duties of this position, the employee is frequently required to stand, sit, walk, kneel, stoop, wheel book trucks weighing up to 125 lbs, and handle, lift, or move library materials weighing up to 25 pounds.

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: \$10.00 hour

Shift: Monday: 9 a.m. – 1 p.m., Tuesday: 4 p.m. – 8 p.m., Wednesday: 1 p.m. – 6 p.m., and two weekends per month Saturday: 9 a.m. – 5 p.m., Sunday: 1 p.m. – 5 p.m.

Weekly Hours: 18

Deadline: Applications will be accepted until position is filled.

Original posting date: 9/29/2021

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