



# TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

<https://www.tredyffrinlibraries.org/job/reference-assistant/>

## Reference Assistant: Tredyffrin Public Library

### Description

Tredyffrin Public Library has an immediate opening for a part-time Reference Assistant.

The individual in this role is responsible for providing reference and information services to patrons of Tredyffrin Public Library. Candidates should be comfortable working in a dynamic public service library setting and able to provide accurate answers to a variety of in-person and telephone queries. A strong customer service ethic is essential. Primary responsibilities include: assisting with locating and using library materials and services; preparing programming or classes for the public; updating and revising patron records; assisting patrons seeking information on a wide variety of topics; providing information about library programs; guiding patrons to various features in the building or to particular areas of the library's collections; assisting with circulation-related tasks during busy periods, assisting patrons who need help with printing, managing email, finding information on the internet; and advising library users and recommending material that may be of interest.

The position will include some evening and weekend hours and a minimum commitment of 10 hours per week of scheduled work hours.

This position reports to the Director of Reference and Technology.

EOE employer. Position open until filled.

### Qualifications

ALA accredited Master's Degree in Library Science or MLS student preferred, Bachelor's Degree required. Library experience preferred.

Physical requirements of this position are the ability to: operate computer equipment and keyboards with ease; handle and move 25 lb. tables; sit, walk, and/or stand for extended periods of time; stoop, and reach in a confined area; wheel books or equipment weighing up to 125 lbs.; operate a variety of computer and standard office machines.

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)
- Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

### Contacts

Applications will be accepted until the position is filled. Submit cover letter and resume electronically to Kate Shaw, Director of Reference and Technology at [kshaw@ccls.org](mailto:kshaw@ccls.org) with the subject line: Reference Assistant

### Hiring organization

Tredyffrin Township Libraries

### Employment Type

Part-time

### Industry

Reference

### Job Location

582 Upper Gulph Road, 19087,  
Strafford

### Working Hours

The position will include some evening and weekend hours and a minimum commitment of 10 hours per week of scheduled work hours.

Successful candidate must be available for work on Thursdays, Fridays & weekend (Currently Saturdays on a monthly rotation).

### Base Salary

\$ 15.00 / hour

### Date posted

October 1, 2021