



**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# 01073
Title Librarian II, Technical Services
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

This full time position is responsible for cataloging materials in a variety of formats and assisting in the maintenance of the online catalog for the 18-library Chester County Library System. Job tasks include: online editing of bibliographic records from SkyRiver; creating original catalog records when necessary; adding items to existing records in the online library database; and assisting in maintaining the quality of the library database by verifying and using standard forms of headings and by correcting errors and inconsistencies.

This position requires an ALA accredited Master's degree in Library Science, a PA Professional Librarian Certification and at least one year of professional cataloging experience. Sufficient general knowledge to be able to catalog materials in a broad range of subject areas and the ability to master use of an automated library system (Innovative Interfaces) are preferred. Excellent oral and written communication skills; a high level of accuracy, organization and productivity; and, the ability to work independently and as part of a team are essential.

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: \$41,059.20 Annually

Shift: Monday – Friday, 8:30 AM – 4:30 PM

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

Original posting date: 11/5/2021

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