



**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# 01055
Title PT Library Page - MultiMedia
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

This position is responsible for re-shelving multimedia materials returned to and used in the library, pulling and fulfilling patron hold request, keeping shelves and public tables neat, and interacting with library patrons in a courteous, professional manner. The person in this position must be able to put materials in order alphabetically and numerically using decimal numbers.

The position also requires the ability to master basic online circulation functions, and demonstrate current computer proficiency including internet, email and Microsoft Office skills.

Required 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

Salary Information: \$8.50 per hour

Shift: Varies including nights & weekends

Weekly Hours: 13

Deadline: Applications will be accepted until position is filled.

Original posting date: November 22, 2021

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