



**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# 01705**  
**Title Library Assistant II – Circulation / Makerspace**  
**Department Henrietta Hankin Branch Library**  
**Location 215 Windgate Drive, Chester Springs, PA**

---

The Henrietta Hankin Branch Library is seeking a full-time Library Assistant II dedicated to maintaining and enhancing the high standard of information and customer service established by the Library. This full-time Library Assistant II will work in both the Circulation Department and the Makerspace. The ability to provide excellent customer service is vital.

**Responsibilities:** The staff member in this position will perform Circulation procedures to ensure quality customer service and a smooth, accurate flow of library materials to and from customers, in accordance with Library and County policies. They must be able to complete financial transactions accurately and will assist in opening and closing the Circulation department. They will also help to staff our Makerspace, providing supervision and direct instruction services to patrons who are using the Makerspace at the library. They will help plan, present, and promote educational classes, learning opportunities and social events relating to the Makerspace for our customers. They will be a part of the library Person in Charge team, ensuring smooth operation of the building in the absence of the Branch Manager. They will perform other duties or special projects as required.

**Requirements:** This position requires completion of a two- or four-year program from an accredited college or university. Excellent oral and written communication skills and a demonstrated commitment to public service are essential. The ability to master basic and specialized online circulation functions, and demonstrate current PC proficiency including internet, email and Microsoft Office skills is required. Must exhibit creativity, flexibility, and genuine enjoyment of working with the public. The successful candidate will be accurate, detail oriented, and be able to work independently and as part of a team. They will have the ability to establish priorities, remain focused on daily operations, and carry tasks to completion. Previous customer service experience is preferred, along with a high degree of attention to detail and the ability to follow complex procedures and directions. Knowledge and experience in social media, digital media devices, virtual reality, and photography is a plus.

**Physical abilities:** Handle, lift, or move library materials weighing up to 25 lbs.; stand at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop or reach within a confined area.

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 / Non-Exempt

**Salary Information:** \$31,420.48 Annually

**Shift:** Hours will vary & include one night per week and one weekend per month.

**Weekly Hours:** 35

**Deadline:** Applications will be accepted until position is filled.

**Original posting date:** 10/19/2022

**To apply, contact County of Chester Human Resources:**  
Apply online at [www.chesco.org](http://www.chesco.org); Job Inquiries: 610-344-6698