



**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# 01730
Title Library Assistant III – Technical Services
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

This full time position is responsible for copy 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; 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 focuses on multimedia material (DVD/Blu-ray/Music CDs).

The position requires a high school diploma and six months to a year of job-related experience. Knowledge of national cataloging standards; some cataloging experience (either in a previous position or coursework); and sufficient general knowledge to be able to catalog materials in a broad range of subject areas are preferred. The person in this position must have excellent verbal and written communication skills as well as strong time management skills.

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: \$36,796.66 Annually

Shift: Monday through Friday; 8:30 am to 4:30 pm.

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

Original posting date: 10/28/2022

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