



**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**



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**Requisition# 02128**

**Title Administrative Support Services Coordinator**

**Department Chester County Library**

**Location 450 Exton Square Parkway, Exton, PA**

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This position is a high-level administrative position within the Chester County Library. This position is responsible for performing duties as our Human Relations (HR) liaison, including payroll, for the Chester County Library in accordance with the standards and procedures of the County of Chester. Additionally, this position is responsible for working with County Finance and the Controller's office for A/P processing, assisting with the annual budget and working with selected member libraries for financial matters.

The successful candidate for this position will hold at a minimum an Associate's degree or an equivalent combination of education and experience with at least five years job-related experience. This position requires: a hands-on knowledge of HR policies and procedures as well as general bookkeeping, strong customer service and interpersonal skills, excellent oral and written communication skills, and the ability to maintain composure in all public arenas.

Working knowledge of Microsoft Office software is required. The ideal candidate will have strong knowledge of current best practices in HR principles and be familiar with Peoplesoft, Concur, Abila MIP and Microix. Must possess a valid driver's license.

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).

The Chester County Library is located in Exton, PA and has a branch, the Henrietta Hankin Library located in Chester Springs, PA. They are approximately 40 miles from Philadelphia. The library serves approximately 524,000 residents over a 76 square mile area. Chester County is rich in history, home to several colleges and universities and beautiful open spaces.

The Library along with the other 15 Members of the Chester County Library System, provide award winning services to the community.

A completed application, resume and cover letter are required.

**Position Type:** Full-Time / Exempt

**Salary Information:** \$51,971.24 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:** 5/4/2023

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