



Position Title: Library Assistant
Department: Circulation; Technical Services
Status: Part-Time, Non-exempt

Summary of position: The Easttown Library is a busy suburban library in Chester County, PA serving a direct population of about 11,000. Last year we circulated over 375,000 items. We also offer a robust set of programs and services for residents of all ages, including notary and passport services.

The position of Library Assistant helps with the day to day tasks of circulation and technical services. Responsibilities include a wide variety of clerical tasks including checking materials out and in, collecting fines and fees, answering general phone questions, issuing library cards, processing and repairing new library materials, and assisting with items on reserve. This position reports to both the Head of Circulation and the Head of Technical Services.

Principal Responsibilities

Circulation

- Work at the Main and Youth Services Circulation Desks
- Check-in & check-out material using an automated system
- Issue new library cards and update customer information
- Ensure the effective flow of material
- Accepting payment for fines and fees
- Assist customers in locating material, which includes using the computer catalog
- Assist customers with copier, scanner and fax machine
- Respond to customers' requests either in person or via telephone
- Sort and shelve
- Assistance with special projects and other duties as assigned
- Attend staff meetings

Technical Services

- Assist with the physical processing of all types of materials
- Perform all necessary repairs on materials
- Maintain supply of processing materials
- Perform additional duties as required to aid in the timely processing of library materials

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Qualifications

- High school diploma or GED required
- Experience working in a public library preferred
- Knowledge of online catalog and ILS programs; familiarity with Sierra ILS preferred
- Strong computer skills
- Excellent customer service skills
- Ability to prioritize tasks and manage multiple demands
- High attention to details



- Ability to work independently
- Comfortable working with people of all ages, backgrounds, dispositions, and abilities
- Proficient with PCs and Microsoft Office applications

Physical Requirements

- Ability to operate computer equipment and keyboards with ease
- Handle packages weighing up to 25 lbs.
- Ability to bend and move freely among stacks
- Must be able to wheel a full cart of books
- Reasonable accommodation will be made to enable qualified candidates

Additional requirements:

The successful candidate will be required to complete and submit the following documentation prior to their start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- ◆ Pennsylvania Child Abuse Clearance (<https://www.compass.state.pa.us/CWIS/Public/Home>)
- ◆ Pennsylvania Criminal History Record (<https://epatch.state.pa.us/>)
- ◆ Federal Criminal History Record (<https://www.identogo.com/locations/pennsylvania>)

Hours:

- Approximately 15-20 hours per week
- Weekly hours:
 - Tuesday 5-8, Wednesday 9-1, Thursday 9-1, Friday 9-1:30 and two weekend shifts per month

Starting salary: \$15.00 per hour

To apply:

Send resume and cover letter to Tara Stewart, Head of Circulation at tstewart@ccls.org

Easttown Library supports workplace diversity and is proud to be an Equal Opportunity Employer.