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CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



Requisition# 02189
Title Librarian III – Reference
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Chester County Library in Exton, PA is seeking a full-time Business & Career Librarian dedicated to maintaining and enhancing the high standard of information and customer service established by the library.

The librarian will develop and maintain relationships with community business leaders, non-profit organizations, and chambers of commerce. The librarian will provide business and career services by coordinating programs, presenting public workshops on business and career resources, and conduct one-on-one research sessions with small business owners, entrepreneurs, and jobseekers. The librarian is responsible for collection development in the business and career areas, creating and maintaining content on the library's business web pages and social media platforms, and providing reference and readers' advisory service at the information services desk. The librarian collaborates with business volunteers and organizes business and job events.

This position requires an ALA accredited M.L.S. with 2+ years business research, general reference experience. Excellent oral and written communication skills, ability to handle stressful situations, and a commitment to public service.

This position requires the following physical abilities: to operate a keyboard and mouse, read on-screen information, move quickly throughout public areas, bend and reach from ankle to overhead heights and lift books weighing up to 12 lbs.

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 / Exempt

Salary Information: Salary range available beginning at \$59,919.59 annually based on education and experience.

Shift: Varies, including one evening per week and one weekend approx. every 6 weeks.

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

Original posting date: 6/8/2023

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