



**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#** 02348  
**Title** Library Assistant - PT  
**Department** Henrietta Hankin Library  
**Location** 215 Windgate Drive, Chester Springs, PA

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The Henrietta Hankin Branch Library in Chester Springs, PA is seeking a creative, innovative part-time library assistant to work in our Youth Services and Circulation departments. The successful candidate will enjoy working with children and will be dedicated to maintaining and enhancing the high standard of information and customer service established by the Library. While primarily based in our Youth Services department, this staff member will also assist in our Circulation department, performing Circulation procedures to ensure quality customer service and a smooth, accurate flow of library materials to and from customers.

The person in this role will plan and present story times for preschoolers and help to encourage a lifelong love of reading. They will help customers find materials, place holds, and navigate our website. Problem solving, following policies and procedures, and working cooperatively are integral parts of daily activities. The ability to provide excellent customer service is vital.

This position requires 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**

Part-Time

**Salary Information**

\$16.05 per Hour

**Shift**

Hours will vary by week, to include nights and weekends

**Weekly Hours**

20

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: August 24, 2023

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