



720 First Avenue, Berwyn PA 19312  
[www.easttownlibrary.org](http://www.easttownlibrary.org)

**Position Title: Circulation Assistant (part-time, non-exempt)**

**Department: Circulation**

**Starting salary: \$15.00 per hour**

We are looking for a welcoming, enthusiastic, and community-focused individual to join our team! 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. Our library is a hub for lifelong learning, culture, and community building.

Easttown Library is dedicated to creating a vibrant environment that fosters connection and engagement among our patrons. As one of the first points of contact for library patrons, the position of Circulation Assistant is key to this endeavor. This position also helps with the day to day tasks of the Circulation Department, including a wide variety of clerical tasks including checking materials out and in, collecting fines and fees, answering general phone questions, issuing library cards, and assisting with items on reserve. This position reports to the Head of Circulation

### **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
- Accepting payment for fines and fees
- Ensure the effective flow of material
- Assist customers in locating material, which includes using the catalog
- Assist customers with copier, scanner and fax machine
- Respond to customers' requests either in person or via telephone
- Sort and shelve materials
- Assistance with special projects and other duties as assigned
- Attend staff meetings

### **Qualifications**

- High school diploma or GED required
- Strong computer skills; proficient with PCs and Microsoft Office applications
- 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
- Experience working in a public library, knowledge of online library catalogs, and/or familiarity with Sierra ILS a plus but not required



### **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 no later than three months after 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:**

- 16 hours per week plus 2 to 3 4-hour weekend shifts per month
- Specific hours needed: Monday 9 am-1 pm; Tuesday, Wednesday, & Thursday 3:30 pm-7:30 pm
- Opportunity to fill in additional hours as needed

**To apply:** Send resume and cover letter to [tstewart@ccls.org](mailto:tstewart@ccls.org)

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