



**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



Requisition# **02570**
Title **Library Assistant - PT**
Department **Chester County Library**
Location **450 Exton Square Parkway, Exton, PA**

The part-time Library Assistant position covers the Youth Services Reference Desk days, evenings, and weekends, the staff member in this position is responsible for planning and presenting Acorn Story times and other programs. We also need this staff member and their hours to provide service at the Young Adult Desk.

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). All employees of the Chester County Library are considered a mandated reporter of suspected child abuse under the Child Protective Services Law (Title 23 Pa. C.S.A. Chapter 63).

Essential Duties

- Provide general reference and readers' advisory services.
- Plan, promote, and lead standards-based programs for children, birth to teen, and their families.
- Assist customers in locating library materials.
- Sort returned materials according to classification code and need for repair, and return them to shelves, files, or other designated storage areas.
- Assist patrons in using electronic equipment.
- Complete training modules as assigned.
- Participate in department, committee, and library-wide staff meetings.
- Perform other duties, tasks and special projects, as required.

Position Type

Part-Time

Salary Information

\$16.05 per hour

Shift

Hours will vary including nights and weekends

Weekly Hours

15

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: December 14, 2023

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