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is an Equal Opportunity Employer
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American with Disabilities Act (ADA)**

**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 2565
Title PT Library Assistant – Computer Services
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Chester County Library, Exton branch, is accepting applications for a Library Assistant – Part Time.

This position will assist the Computer Services Department with the following:

- Updating patron records and other maintenance tasks in our catalog system.
- Resolve general account issues, run reports and perform other clerical tasks.
- Occasionally fill in at public service desks.

Qualifications

This position requires excellent organizational and oral communications skills and flexibility. The position also requires the ability to master basic functions of our automated library system catalog and demonstrate current PC proficiency, including e-mail and Microsoft Office skills. The person in this position must work cooperatively with other library departments, as well as member libraries.

Candidates should have a strong commitment to public and customer service, the ability to work independently, perform well under pressure with library customers of all ages and backgrounds, excellent oral and written presentation, communication and organization skills, teamwork, and flexibility. High School Diploma or GED required.

Requirements

While performing the duties of this position, the employee is frequently required to stand, sit, walk, kneel, stoop, squat and talk or hear. Employee will also handle, lift, or move library materials weighing up to 25 lbs, wheel book carts weighing up to 125 lbs, operate a computer, keyboard and mouse with ease as well as read a computer monitor, often for extended periods of time.

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: Part-Time / Non-Exempt

Salary Information: \$10.00 per hour

Shift: Hours will vary by week.

Weekly Hours: 15

Deadline: Applications will be accepted until position is filled.

Original posting date: December 3, 2018

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