



**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# 2612**

**Title FT Library Assistant II – Jacobs Technology Center**

**Department Chester County Library**

**Location 450 Exton Square Parkway, Exton, PA**

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The Chester County Library is seeking a Full Time Library Assistant II at the John W. Jacobs Technology Center. This position provides computer assistance to the general public, is responsible for Digital Media Lab and Makerspace equipment such as troubleshooting, conducting presentations and training, organizing equipment and schedules, participating in community engagement opportunities, and other projects. The staff in this position is expected to attend training to maintain and update relevant skills and technology trends. Staff in this position must follow Library and County policies, be committed to public service, and maintain a positive and professional image.

**Qualifications/Requirements:**

Associate's degree or equivalent.

Proficiency in Windows, the Internet, and MS Office.

Excellent verbal and communication skills.

Ability to work independently and as part of a team.

Strong organizational skills.

Capable of handling stressful situations.

Knowledge and experience in social media, digital media devices, virtual reality, Mac OS and photography a plus.

This position requires the following physical abilities: to handle, lift, move, shift library materials, computer equipment weighing up to 25 lbs; to wheel book-carts weighing up to 125 repeatedly throughout the workday.

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 / Non-Exempt

**Salary Information:** Salary range available beginning at \$28,532.14 annually based on education and experience.

**Shift:** 8:30 a.m. - 4:30 p.m. including nights and weekends.

**Weekly Hours:** 35

**Deadline:** Applications will be accepted until position is filled.

**Original posting date:** February 14, 2019

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