



**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# 2620
Title PT Library Assistant
Department Henrietta Hankin Branch Library
Location 215 Windgate Drive, Chester Springs, PA

The Henrietta Hankin Branch Library is looking for a part time Library Assistant to work in both the Youth Services and Reference departments. The person in this position will help customers find materials, place holds and navigate our website. Problem solving, managing phone requests and following procedures for each department are integral parts of daily activities.

High school diploma or GED is required. Some post-secondary education is preferred. Candidates should be organized, communicate well, be flexible, genuinely enjoy working with the public and be able to handle stressful situations. Proficiency with the Internet, email, Microsoft Office, and hand held devices (Nooks, Kindles, iPads, etc.) is needed. Previous customer service or retail experience is preferred.

This position also requires the ability to handle, lift, or move library materials weighing up to 25 lbs. and wheel book trucks weighing up to 125 lbs. Reasonable accommodation will be made to enable qualified candidates.

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 vary including nights and weekends.

Weekly Hours: 15

Deadline: Applications will be accepted until position is filled.

Original posting date: February 22, 2019

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