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CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



Requisition# 2676
Title FT Library Assistant III – Circulation
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Chester County Library has an opening for a Full-Time Library Assistant III. This position is responsible for the effective flow of 1.3 million library materials annually, which includes providing direct customer service and support, processing returned materials, and prioritizing and performing daily operations in the department. Additional duties may include but are not limited to:

- Serving as "person in charge" of the library on a rotating basis; must be familiar with all library policies, be able to resolve conflict, and respond to emergency situations in the workplace.
- Participation in community engagement activities and other strategic initiatives.
- Other projects and assignments as needed.

Candidates should demonstrate a strong commitment to public and customer service including the ability to perform well under pressure with library customers of all ages and backgrounds. Excellent communication and organization skills, teamwork and flexibility are required. Applicants must show an ability to perform detailed work with a high degree of accuracy, track and analyze workflow and work processes, and use a cash register and credit card reader.

Proficiency with MS Word, Excel, email and Internet search skills are required. High school diploma or GED required; some college and/or previous work experience preferred. While performing the duties of this position, the employee is routinely required to handle, lift, move library materials weighing up to 25 lbs.; to stand at a workstation for up to 4 hrs., operate a keyboard, to push book carts weighing up to 125 lbs. and to stand, sit, walk, stoop, and reach within confined areas.

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 \$30,683.38 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: May 2, 2019

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