

<https://www.tredyffrinlibraries.org/job/reference-assistant/>

## Reference Assistant: Tredyffrin Public Library

### Description

Tredyffrin Public Library is seeking a part-time Reference Assistant to provide services at our reference desk. The candidate should function well in a busy environment and enjoy working with the public. Candidate must be flexible, computer literate, Internet-savvy, and able to provide accurate answers to a variety of in-person and telephone queries. A strong customer service ethic is essential. Working hours will vary depending on programming needs, scheduling, and associated promotional activities and will require evening and weekend hours.

This position reports to the Director of Reference and Technology.

EOE employer. Position open until filled.

### Qualifications

ALA accredited Master's Degree in Library Science or MLS student preferred, Bachelor's Degree required. Library experience preferred.

Physical requirements of this position are the ability to: operate computer equipment and keyboards with ease; handle and move 25 lb. tables; sit, walk, and/or stand for extended periods of time; stoop, and reach in a confined area; wheel books or equipment weighing up to 125 lbs.; operate a variety of computer and standard office machines.

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)
- Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

### Contacts

Applications will be accepted until the position is filled. Submit cover letter and resume electronically to Catherine Boyle, Director of Reference and Technology at [cboyle@ccls.org](mailto:cboyle@ccls.org) with the subject line: Reference Assistant

### Employment Type

Part Time

### Industry

Reference

### Job Location

Strafford

### Working Hours

Approximately 6 hours weekly with the opportunity to cover more. Additionally, 1 Saturday (9 am – 5 pm) & Sunday (12:30 – 5 pm) on a rotating schedule, approximately every 6 weeks.

### Base Salary

\$ 12.50 - 13.50 per hour

### Date posted

May 7, 2019