

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

## Circulation Assistant: Tredyffrin Public Library

### Description

Tredyffrin Public Library is looking for a conscientious, detail-oriented, friendly Part Time Circulation Assistant to work at one of our circulation services desks. Circulation service desks are located on the library's main level and in our children's department. Candidate will be responsible for performing Circulation procedures to ensure quality customer service and a smooth, accurate flow of library materials to and from customers. Candidate should function well in a busy environment and be able to work with a variety of people.

Employee is expected to provide front line customer service assistance, checking materials in and out, handling general account issues, shelving materials, and providing reader's advisory.

This position reports to the Children's Librarian or the Customer Service Manager.

EOE employer. Position open until filled.

### Qualifications

High school diploma or General Education Degree (GED). Excellent organizational and verbal communications skills, flexibility, genuine enjoyment of the public in general and specifically working with children, commitment to public service, and the ability to handle stressful situations. The ability to master basic and specialized online circulation functions, and demonstrate current PC proficiency including internet, email and Microsoft Office skills. Previous customer service or retail experience is preferred and a broad knowledge of libraries and basic understanding of library procedures is desirable

Physical abilities: Handle, lift, or move library materials weighing up to 25 lbs.; stand at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop or reach within a confined area.

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

Submit questions or cover letter/resume to Angie Andre at [aandre@ccls.org](mailto:aandre@ccls.org) with subject heading 'Circulation Assistant'

### Employment Type

Part Time

### Industry

Circulation

### Job Location

Strafford

### Working Hours

Hours available Wednesdays

### Base Salary

\$ 10 hourly

### Date posted

May 7, 2019