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is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**

**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 2678
Title PT Librarian – Reference
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Chester County Library, Exton, PA is seeking a PT reference librarian dedicated to serving our customers with enthusiasm, professionalism and an eye to the future.

Responsibilities: to provide direct reference services and readers' advisory to the public and to member libraries using various communication formats: face to face, telephone, e-mail, texting and chat. The librarian will provide one on one research help to customers off the desk, participate in community outreach and be a contributing member of the Reference Department in planning and implementing reference services. Continuing education is required and is provided by or through the Chester County Library.

Additional assignments: collection development in assigned areas of the circulating collection; acquisition of community information publications; maintenance of readers' advisory materials, and other special projects.

This position requires an ALA accredited M.L.S. with broad-based reference experience, knowledge of online and electronic resources, including Internet, downloadable content, and familiarity with e-readers, mobile devices and tablets. M.L.S. candidate with appropriate coursework would be considered. Good verbal and written communication skills, ability to handle stressful and sometimes ambiguous situations, and a demonstrated commitment to public service are essential.

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: \$18.00 per hour

Shift: Hours will vary by week including one weekend every 4 weeks on rotation.

Weekly Hours: 20

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