



117 Rosehill Avenue, West Grove, PA 19390 • 610-869-2004 • fax 610-869-2957 • www.avongrovelibrary.org

Job Posting: Library Assistant (part-time)
Department: Circulation Services

Avon Grove Library has an opening for a part-time Library Assistant who will be responsible for performing circulation procedures to ensure excellent customer service and a smooth, accurate flow of library materials to and from customers, including following library and system policies and maintaining the public service image of the library.

Position Type: Part-time / Non-exempt
Salary range: Begins at \$9.00 per hour, based on qualifications
Hours: Mostly evenings and Saturdays, some weekdays possible

Responsibilities: Provide front line customer service assistance; handle general account issues, complaints, grievances, delinquent accounts, and accounts in collection; process returned and circulating library materials; other tasks as assigned.

Requirements: Fluency in both Spanish and English is required. Excellent organizational and verbal communications skills, flexibility, genuine enjoyment of the public, commitment to public service, and the ability to handle stressful situations are needed. Candidate should exhibit the ability to master basic and specialized online circulation functions, and should demonstrate current PC proficiency including Internet, email, and basic Microsoft Word skills. Previous customer service, teaching, or retail experience is preferred. Physical abilities: should be able to handle, lift, and move library materials weighing up to 25 lbs.; stand/move 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 PA Department of Human Services (Child Abuse)
- Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI)

Applications will be accepted until position is filled. To apply, print and fill out our application, which can be found at <http://www.avongrovelibrary.org/about-us/employment-opportunities/> (or stop by the library for a paper copy). You are welcome to include a résumé. Send application to Lori Schwabenbauer, Director (lschwabenbauer@ccls.org) at Avon Grove Library, 117 Rosehill Avenue, West Grove, PA 19390. Applications may be submitted by mail, email, fax, or in person.

Avon Grove Library is a member of the Chester County Library System and an Equal Opportunity Employer.