



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

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



Requisition# 00095
Title PT Library Page – Reference
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

This part-time position is responsible for re-shelving and organizing magazines and newspapers returned to and used in the library; searching newspaper microfilm to fulfil patron obituary requests; processing weekend newspapers; re-shelving books in the reference area; keeping shelves and public tables neat; interacting with library patrons in a courteous, professional manner (including referring patrons to the Reference Desk); and helping with special projects as needed.

The person filling this description must be able to put materials in order alphabetically and numerically using decimal numbers; have a strong eye for detail; have basic computer skills; and be able to accurately record and communicate their work to other staff members.

This position requires the following physical abilities: to handle, lift, move, shift library materials weighing up to 25 lbs; to wheel book-carts weighing up to 125 lbs; to operate a keyboard; to stand, sit, kneel, walk, stoop, reach repeatedly throughout the workday.

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: Hourly rate: \$8.50 per hour.

Shift: Thursday evening – 2 hour shift; Saturday, 9 AM -1 PM; Sunday, 1 PM – 5 PM

Weekly Hours: 10

Deadline: Applications will be accepted until position is filled.

Original posting date: June 13, 2019

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