



**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**



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**Requisition# 01465**  
**Title PT Library Assistant – Youth Services**  
**Department Henrietta Hankin Branch Library**  
**Location 215 Windgate Drive, Chester Springs, PA**

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**Description:** The Henrietta Hankin Branch Library in Chester Springs, PA is seeking a creative, innovative part-time library assistant to work in the youth services department. The successful candidate will enjoy working with children and will be dedicated to maintaining and enhancing the high standard of information and customer service established by the Library.

The person in this role will help customers find materials, place holds, and navigate our website. Developing/presenting story times and encouraging a lifelong love of reading are important aspects of this position. Problem solving, managing phone requests, handling clerical work, and following procedures are integral parts of daily activities. The ability to provide excellent customer service is vital.

**Requirements/Qualifications:** High school diploma or General Education Degree (GED). Some post-secondary education preferred. Creativity, flexibility and genuine enjoyment of working with the public. Excellent organizational and verbal skills. Ability to work independently with attention to detail. Capable of handling stressful situations.

**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 carts 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); 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:** \$16.05 per hour

**Shift:** Hours will vary including nights and weekends

**Weekly Hours:** 15

**Deadline:** Applications will be accepted until position is filled.

**Original posting date:** 6/24/2022

**To apply, contact County of Chester Human Resources:**  
Apply online at [www.chesco.org](http://www.chesco.org); Job Inquiries: 610-344-6698