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CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



Requisition# 02071
Title Librarian II - Reference
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Chester County Library in Exton, PA is seeking a full-time reference librarian dedicated to maintaining and enhancing the high standard of information and customer service established by the library.

The librarian will manage the library's print and electronic serials collection, supervise 2 part-time staff, and coordinate 2+ volunteers. The librarian will also serve a community resources specialist by procuring, compiling, and disseminating information on health and human services obtained from county departments and community organizations. The librarian will provide direct reference services to library patrons, helping them research information, locate library materials, and use technology. The librarian will also participate in community outreach activities and serve as part of the Person in Charge team on rotation, and be a contributing member of library committees. Special projects as assigned. The ability to provide excellent customer service with enthusiasm and professionalism is vital.

This position requires an ALA accredited M.L.S. with reference experience. Excellent oral and written communication skills, ability to handle stressful situations, and a commitment to public service.

This position requires the following physical abilities: to operate a keyboard and mouse, read on-screen information, move quickly throughout public areas, bend and reach from ankle to overhead heights and lift books weighing up to 12 lbs.

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: Full-Time / Exempt

Salary Information: \$51,971.24 Annually

Shift: Monday – Friday, 9:00 am – 5:00 pm, including one evening per week, and one weekend on rotation (approximately every 6 weeks, Saturday 9:00 – 5:00 and Sunday 12:30 – 5:00)

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

Original posting date: 3/31/2023

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