Atglen Public Library

Library Assistant

This part-time position is responsible for performing daily circulation procedures throughout the library.

Duties include:

• Assists patrons with finding and checking out library materials
• Assists patrons with use of library facilities including computers, printer, copier and fax machine
• Collects fines and fees for rental materials
• Examines returned materials for damage
• Shelves returned materials and maintains collection order through shelf reading
• Issues new patrons cards/updates cards
• Assists with development and supports library programming
• Assists with processing materials
• Assists with weeding the collection
• Other duties as assigned

Qualifications Include:

• High School Diploma
• 1 year minimum of Customer Service experience
• Good communication skills and desire to work with the public
• Ability to learn the automated system
• PC Skills to include Microsoft Outlook and basic internet skills
• Ability to lift up to 25lbs
• Ability to work independently
• Ability to stand for up to 4 hours
• Ability to stoop and reach to shelve books
• Fluency in Spanish is a plus

This position requires successful documentation of the following clearances within the last 12 months:

**Pennsylvania Child Abuse History Clearance**
**Pennsylvania State Police Criminal Record Check**
**Federal Bureau of Investigation (FBI) Criminal Background Check**

Hours: 15 hours/week. Saturdays 9:00am to 4:00pm (9:00 to 1:00 July and August) and flexible weekday hours between 10:00am and 6:00pm.

Compensation: $12.00 an hours

Deadline: Until position is filled.

To apply, please email a resume with cover letter to Robbyn Kehoe (she/hers) at rkehoe@ccls.org.
The Atglen Public Library supports workplace diversity and is an Equal Opportunity Employer (EOE)