

## Atglen Public Library

Title: 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
- Assists with development and supports library programming
- Assists with processing materials
- Assists with weeding the collection
- Issues new patrons cards/updates cards
- Examines returned materials for damage
- Shelves returned materials and maintains collection order through shelf reading
- 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: Thursday from 12:00 am - 8:00 pm, Fridays 10:00 to 6:00pm and Saturdays on rotation, 9 am to 4 pm (9:00 am to 1:00 pm in the summer)

Compensation: \$8.50 an hour

Deadline: Until position is filled.

To apply, please email a resume to Robbyn Kehoe at [rkehoe@ccls.org](mailto:rkehoe@ccls.org) or bring your resume to the Library

*The Atglen Public Library supports workplace diversity and is an Equal Opportunity Employer (EOE)*