

The Library is seeking an enthusiastic, customer service-oriented part-time circulation desk assistant. This is not a sit around and read all day job!

The successful candidate will be a self-motivated individual who is computer literate, able to work a flexible schedule including days, nights and weekends, and is willing to multi-task in an occasionally hectic environment.

This position pays \$10 an hour.

Please see below for schedule specifics.

Duties and responsibilities will include but are not limited to:

- Maintains excellent, professional customer service at all times.
- Answers informational and directional questions of library patrons in person and by phone. Routes patrons to other staff as needed.
- Checks out, checks in, and renews library materials, and notifies library patrons about fines and fees.
- Registers new library patrons
- Renews and modifies records of current patrons
- Assures the confidentiality of library use and library patron records.
- Resolves Circulation Desk problems, such as library patron concerns with lost or overdue items, fines, or registrations. Refers complex problems to the Circulation Manager.
- Performs Circulation Desk and Library opening and closing procedures.
- Sorts and prepares items for shelving or filing, including library book deliveries and emptying book drops. Shelf reads sections on a regular basis. Shelves as needed.
- Searches for holds requests, in-transit, missing, lost, overdue, or other items and follows up with library patrons or staff as appropriate.
- Sells and disseminates info about movie tickets and other seasonal attractions, including Rec Dept activities such as summer camp programs and bus trips.
- Takes on other responsibilities as assigned.
- Participates in quarterly full staff meetings
- Must be able to work Tuesdays (12:30-6:00pm), Wednesdays (3:00-9:00pm) and every other Friday/Saturday, either 10-4, 11-5, or 12-6.
- Willing and able to cover additional shifts as needed, including mornings, evenings, and Saturdays.

Physical Requirements:

- The physical demands to perform this job are the ability to sit, stoop, kneel, reach, crouch, and lift and/or move up to 50 pounds
- Ability to push and pull library book carts weighing 100 -300 lbs. and carry up to 15 lbs of books across the library
- Ability to stand for a long time in one area
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus
- Reasonable accommodation may be made to enable individuals with disabilities to perform this position.

The position requires a high school diploma or G.E.D.

Library and/or customer service experience highly preferred.

Previous applicants need not reapply unless your resume has changed significantly.

New employees are required to pass a current Pennsylvania Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Background check.