

WILLIAM JEANES MEMORIAL LIBRARY

Part-Time Opening: Library Assistant

The William Jeanes Memorial Library in Lafayette Hill 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 committed to delivering outstanding customer service, computer literate, able to work a flexible schedule including days, nights and weekends, and is willing to multi-task in an occasionally hectic environment.

Title: Library Assistant

Schedule:

Must be able to work Tuesdays (9:30 am – 2:00 pm), Thursdays (1:00 – 5:00 pm) and currently one Saturday (9:30 am – 5:00 pm) and one Sunday (12:30 – 5:00 pm) a month, though there may be an additional Saturday and Sunday added in the future.

- The weekend hours vary in the summer.
- Willing and able to cover additional shifts as needed, including mornings, evenings, Saturdays and Sundays.

Hourly Rate: \$10.50

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 interlibrary deliveries and emptying book drops.
- Shelves items daily.
- Shelf-reads on a regular basis.

- Searches for holds requests, in-transit, missing, lost, overdue, or other items and follows up with library patrons or staff as appropriate.
- Works both the main/Adult Circulation Desk and the Children's Circulation Desk as needed. Should be comfortable in both environments.
- Assists patrons with their electronic devices and provide computer assistance to the public when the Reference Librarian is not available.
- Takes on other responsibilities as assigned.
- Participates in monthly full-staff staff meetings and annual In-Service days.

Physical Requirements:

- The physical demands to perform this job are the ability to talk and hear, use hands to finger, handle, feel or operate objects or controls, 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 15lbs of books across the library
- Ability to stand for a long time in one area
- Hand-eye coordination is necessary to operate computers and office equipment
- 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 preferred. Ideal for students pursuing a Library Science degree.

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 during their probationary period.

Please send your cover letter, resume, and three references by email ONLY to: Karen Wilton, Circulation Manager: kwilton@mclinc.org

DEADLINE is Monday, May 21, 2018.