

Pottstown Regional Public Library—Part-Time Circulation Clerk/Passport Agent

Do you enjoy serving a diverse public in a busy setting?

Pottstown Regional Public Library seeks an organized, outgoing person with excellent customer service skills, who can perform a variety of tasks at our busy Circulation Desk. The Library Circulation Clerk charges and discharges books and other materials, registers borrowers, handles funds for overdue and lost materials, shelves books and other materials, and performs a variety of other duties related to the lending and return of library materials, according to established library policies and procedures. Individual will also have the opportunity to complete US Passport Agent Training.

Applicants must enjoy working with people of all ages and have a desire to serve the reading public.

Computer literacy with MS-Windows is essential. Must be able to multi-task, lift and move light to medium weights, and work while standing. Experience with a library circulation system is highly desirable. Hours includes daytime, evening and weekend hours

Starting Date: July 2018 or as soon afterwards as possible. Applicants must have the following three clearances prior to their start date: PA Child Abuse Clearance, PA Criminal Record Check, and FBI Criminal Background Check.

Interested persons should send, deliver, or email a resume and contact information for 3 references to

Michelle Kehoe, Executive Director
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