

Library Assistant

Narberth Community Library

Basic Function

Under the supervision of the Director performs a variety of tasks related to the operation of a public library.

Essential Duties (Duties include but are not limited to the following)

- Performs the full range of circulation desk procedures using Polaris
- Handles complaints and answers a variety of questions at the circulation desk
- Assures accurate library shelving of materials as necessary.
- Carries out interlibrary loan procedures for incoming and outgoing library materials
- Performs Reader's Advisory services and assists customers with locating reading materials.
- Assists patrons with use of computers including searching the online catalog and using the internet.
- Monitors public use of library facilities and assists patrons in location of library materials and use of equipment.
- Assists with special programs and events including fund raisers
- Maintains Library Facebook page
- Creates flyers and/or posting for fund raising events
- Responds to telephone inquiries about library programs and services.
- Represents the library at Circulation and/or MAC Meetings of MCLINC
- Responsible for shelf reading, keeping shelves neat and other special projects as assigned.
- Responsible for all aspects of cataloging
- Performs other library tasks as assigned.
- Assists with selection of materials

Desired Knowledge, Skills and Abilities:

- Education: High School diploma plus 2 years of library science training (including current MLS students) and/or equivalent experience working for 2 years or more in library environment.
- Considerable knowledge of library procedures and practices
- Proficiency in Microsoft Word, Excel, Internet
- Knowledge of Polaris, MCLINC system preferred
- Skilled in communicating with public effectively and courteously
- Skilled in business letter and/or report writing

- Willing to adhere to dress code of “Business Casual”

Special Requirements:

- Driving License and Personal Car for driving to off-site meetings
- Ability to lift up to 20 lbs of materials
- Available to work 2 Saturdays a month

General Information:

- Full time position with benefits
- Tuition assistance available
- References Requested
- Candidate must clear background check

Candidates may email their resumes to: narcire1@mclinc.org

Or mail to:

Narberth Community Library
Attn: Library Director
80 Windsor Ave.
Narberth, PA 19072

Job posting closes: October 1, 2018