

Part-Time 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 (including, but not limited to, the following)

- Performs the full range of circulation desk procedures using Polaris ILS
- Handles complaints and answers a variety of questions at the circulation desk
- Assures accurate library shelving of materials as necessary
- Performs Reader's Advisory services and assists customers with locating reading materials
- Assists customers with use of the computer, 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 fundraisers
- Creates fliers and/or postings for fund raising events
- Responds to telephone inquiries about library programs and services
- Manages vestibule appearance and appropriateness of materials, including signage
- Responsible for shelf reading, keeping shelves neat, and other special projects as assigned
- Performs other library tasks as assigned

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 a library environment
- Knowledge of library procedures and practices
- Proficiency in Microsoft Word, Excel
- Knowledge of Polaris preferred
- Skill in communicating with the public effectively and courteously
- Skill in business letter and/or report writing

Special Requirements

- Ability to lift up to 20 lbs of materials

General Information

- Part-time position, \$15/hr, approximately 8-15 hours per week
- Must be able to work two Saturdays per month
- Tuition assistance available for employees working on the MLS degree
- References Requested
- Candidate must clear background check

Candidates should submit their resumes and a cover letter to:

Brad Ver Ploeg, Director
Narberth Community Library
80 Windsor Ave
Narberth, PA 19072

Or by email to bploeg@mclinc.org