



720 FIRST AVENUE, BERWYN, PA 19312
www.easttownlibrary.org

Job Title: Library Assistant (full-time)

Summary of position: The Easttown Library is a busy suburban library in Chester County, PA serving a direct population of about 11,000. Last year we circulated over 350,000 items. We also offer a robust set of programs and services for residents of all ages, including notary and passport services.

The position of Library Assistant will help with the day to day tasks of circulation and technical services. The ideal candidate for this position will be customer-focused, detail oriented, able to work independently, enthusiastic about serving the community, and comfortable working with people of all ages, backgrounds, dispositions, and abilities.

Specific Responsibilities

Circulation

- Work at the Main and Youth Services Circulation Desks
- Check-in & check-out material using an automated system
- Issue new library cards and update customer information
- Ensure the effective flow of material
- Assist customers in locating material, which includes using the catalog
- Assist customers with copier, scanner and fax machine
- Respond to customers' requests either in person or via telephone
- Sort and shelve
- Assist with all aspects of reserve and interlibrary loan processes
- Attend staff meetings

Technical Services

- Assist with the physical processing of library materials
- Perform all necessary repairs on materials
- Maintain supply of processing materials
- Perform additional duties as required to aid in the timely processing of library materials

Qualifications

- High school diploma or GED required
- Minimum of 2 years working in a public library
- Knowledge of online catalog and ILS programs; familiarity with Sierra ILS preferred
- Strong computer skills
- Excellent customer service skills
- Ability to prioritize tasks and manage multiple demands
- High attention to details
- Ability to work independently
- Proficient with PCs and Microsoft Office applications

**Physical Requirements**

- Ability to operate computer equipment and keyboards with ease
- Handle packages weighing up to 25 lbs.
- Ability to bend and move freely among stacks
- Must be able to wheel a full cart of books
- Reasonable accommodation will be made to enable qualified candidates

Additional requirements:

The successful candidate will be required to complete and submit the following documentation prior to their start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- ◆ Pennsylvania Child Abuse Clearance (<https://www.compass.state.pa.us/CWIS/Public/Home>)
- ◆ Pennsylvania Criminal History Record (<https://epatch.state.pa.us/>)
- ◆ Federal Criminal History Record (<https://www.identogo.com/locations/pennsylvania>)

Hours: 35 hours per week including 2-3 evenings per week and 2 weekends per month (Saturday 9:30-5, Sunday 1:00-5)

Starting salary: \$27,500 plus health and dental care, pension plan, and paid time off.

To apply:

Send resume and cover letter to aosborne@ccls.org

Applications will be reviewed starting Monday, June 13.

Easttown Library supports workplace diversity and is proud to be an Equal Opportunity Employer.