

Employment Opportunity: Part-Time Library Assistant



Description, How to Apply, and Contact:

The Union Library Company of Hatborough, a public library located in Hatboro, PA, seeks a part-time Library Assistant.

The Library Assistant greets, directs, and provides information to library patrons and performs a variety of tasks related to the processing, sorting and circulation of library materials using our Integrated Library System.

Responsibilities include:

- Issuing library cards, checking materials in and out, reserving books, cash management from fines and fees.
- Responding to inquiries from the public and other libraries
- Assisting patrons with finding library materials
- Answering patron computer/technology questions and troubleshooting
- Monitoring appropriate use of the facility. This can include managing patron behavior

This position requires a great deal of contact with the public and high computer competency. Candidates must have the ability to work in a fast-paced environment and have excellent customer service skills. Knowledge of books and libraries is helpful.

The position is approximately 14 hours per week, with some evening and Saturday availability required. The schedule for this position is: Mondays 9:30-3:30pm, Tuesdays 3-7pm, Fridays 9:30-5pm, and 9:30-5pm every third Saturday.

This position would be ideal for a current MLIS student. High school diploma required, some college preferred. General knowledge of library principles and practices and interest in library programming are preferred.

New employees are required to have a current Pennsylvania Child Abuse History Clearance, and background checks.

Rate of pay: \$12.00

Submit resume and cover letter as PDF files to: Director@HatboroLibrary.org