



Connecting Our Community

Job Posting: Library Assistant (part-time), Circulation Services

Avon Grove Library has an opening for a part-time Library Assistant. The ideal candidate will be responsible for performing circulation procedures to ensure excellent customer service and a smooth, accurate flow of library materials to patrons. The position also includes following library policies and maintaining the public service image of the library.

Position Type: Part-time / Non-exempt

Salary range: Begins at \$10.00 per hour, based on qualifications

Hours: 10-15 hours per week and one Saturday a month; additional hours possible

Responsibilities: Provide front line customer service; create new accounts and update existing ones; process fees and fines; handle general account issues, complaints, and delinquent accounts; process returned and circulating library materials; give occasional assistance with library resources; perform other tasks as assigned.

Requirements: Fluency in English is required, working knowledge of Spanish is a plus. Excellent organizational and verbal communications skills, flexibility, commitment to public service, and the ability to handle stressful situations are needed. Candidate should exhibit the ability to master basic and specialized online circulation functions, and should demonstrate proficient computer skills, including Microsoft Office. Previous customer service, teaching, and/or retail experience is preferred. Should be able to handle, lift, and move library materials weighing up to 20 lbs.; stand/move at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop, or reach within a confined area.

All library positions require the following clearances:

- Report of criminal history from the Pennsylvania State Police
- Child Abuse History Clearance from the PA Department of Human Services
- Fingerprint-based federal criminal history submitted through the FBI

Applications will be accepted until the position is filled. To apply, print and fill out the application at <http://www.avongrovelibrary.org/about-us/employment-opportunities/> or pick up at the library. Please include a résumé, if available.

Send to Lisa Sweet, Interim Director (lsweet@ccls.org) at Avon Grove Library, 117 Rosehill Avenue, West Grove, PA 19390. Applications may be submitted by email, mail or in person.

Avon Grove Library is a member of the Chester County Library System
and an Equal Opportunity Employer.