POSITION: Part-Time Library Assistant 1 – Penn Wynne Library
Average of 7 hours per week including at least one evening per week and at least one Saturday per month, plus additional hours will be available on an as-needed basis.

RANGE & RATE: Schedule PT29 - $24.971/hour

SUMMARY:
This is part-time responsible library work involving assisting patrons and various other library duties.

ESSENTIAL FUNCTIONS:

Assists in the operation of the Circulation Department. Uses library computer system to register and update borrower information, check materials in and out, process overdues and reserves, collect fines and fees using Square technology which accepts payment via credit and/or debit cards as well as cash handling.

Answers telephone inquiries.

Provides information and directions to patrons, assists patrons in locating books and other materials. Demonstrates the use of the computerized catalog, electronic databases available on the Lower Merion Library System (LMLS) website and reader’s advisory. Assists with use of copy machines, computers, and with e-materials available to patrons through streaming and downloading on various devices.

Shelves books and audiovisual materials.

Promotes use of online resources as well as technology services offered in the library such as use of Chromebooks, chargers and wireless printing.

Assists with social media including posting on Facebook and EventKeeper.

Responsible for opening and closing building.

Supervises student workers and/or pages.

Assists with processing new materials, sorting the interlibrary delivery and emptying return drops.

Creates and leads children’s programs and craft projects and young adult or adult programming under the guidance of Children’s Librarian or Head Librarian.
Performs various projects assigned by the Head Librarian, such as conducting story times and other programs.

**QUALIFICATIONS:**

High school graduate or equivalent required; some college desired.

Ability to successfully pass and maintain the following background checks: (1) Pennsylvania State Police Criminal Background Check, (2) Pennsylvania Child Abuse History Certification, and (3) FBI Criminal Background Check through the PA Department of Human Services.

Public library experience required.

Knowledge of children’s, young adult and adult literature required.

Experience in designing and implementing programs desired.

Experience in computer operation required.

Experience in Microsoft Office Suite, particularly in Word and Excel required.

Customer service experience required.

Ability to assist both adults and children courteously and efficiently.

Possess excellent communication and interpersonal skills.

Ability to perform basic arithmetic computations.

Good ability in oral and written communication including social media.

**PHYSICAL REQUIREMENTS:**

Ability to sit for a minimum of up to 2 hours and must be mobile for a minimum of 2 to 4 hours a day.

Ability to bend, stoop, squat, reach above shoulder level, kneel, lift, push and pull up to 35% of the day for shelving books and other library procedures.

Ability to lift and carry up to 10 pounds up to 68% of the day for shelving books and for moving of library materials.

Ability to use both the right and left hand for firm grasping, repetitive actions and fine manipulation.
SELECTION: Based on merit, work experience, training, education, testing, employee record and interview.

HOW TO APPLY: 

Current employees: Submit application in writing on a Job Vacancy Bid form (with resume) available from the Human Resources Department of your supervisor. Internal applicants, please contact Human Resources to determine what the potential compensation and/or fringe benefit impact would be for you.


Email applications to the Department of Human Resources: humanresources@lowermerion.org