

# York County Library System

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## JOB ANNOUNCEMENT

**Title:** Library Assistant

**Department:** Dillsburg Area Public Library

**Supervisor:** Library Director

**Schedule:** Monday 12-8  
Tuesday 1-5  
Thursday 9-1

### Specific Education:

Must be a high school graduate (or equivalent).

### Experience Requirements:

Experience performing customer service duties and certain administrative tasks such as photocopying, filing, working with cash transactions and preparing basic correspondence and reports. Computer experience is necessary. This position requires someone with excellent communication skills, a strong attention to detail and the ability to work with minimal supervision.

### General Requirements:

Must enjoy being a team player and providing customer service to a diverse population of all ages. This position requires someone who has strong communication skills and who is truly enthusiastic about helping others. It is important that the candidate be dependable, a self-starter and feel comfortable using computers and performing other research-related duties.

### Physical Requirements:

1. Must be able to lift up to 80 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
2. Required to perform simple grasping and fine manipulation tasks with both hands, and requires acceptable corrected vision (in both eyes) and acceptable corrected hearing.
3. Depresses computer keyboard keys and use of mouse.
4. Pick up and holds and lays down handset of telephone
5. Must be able to reach, lift, and stretch throughout the work day.
6. Clear and comprehensive speech required to communicate adequately in performance of this job.

### Duties and Responsibilities:

1. Performs duties related to checking in and checking out library materials. This includes using an item scanner, the Millennium computer database and cash transactions to collect fees.
2. Creates new patron records on Millennium and posts or responds to messages on patron accounts.
3. Checks materials that have been returned for good condition, completeness and other shelving requirements. Changes the status of materials on the Millennium computer database as needed.
4. Shelves books, magazines, newspapers, and audio/visual materials that are returned to the Desk.
5. Assists patrons with locating library materials by using the catalog system and directing them to the appropriate shelves.
6. Supervises the circulation desk volunteers and assists them when needed.
7. Performs opening and closing procedures.
8. Informs patrons of Library policies and rules and enforces these.
9. Ensures that the appearance of the desk area and the shelving units are neat, clean and organized.
10. Assists with photocopying and preparing library promotional materials and forms.

*If you are interested in this position please send a resume, cover letter, contact information for three professional references and a salary history to: [oberrios@yorklibraries.org](mailto:oberrios@yorklibraries.org) by April 30, 2014.*

**The York County Library System is an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance and a Criminal Record Check.**