

# KALTREIDER-BENFER LIBRARY

147 South Charles Street ♦ Red Lion, PA 17356 ♦ Phone: (717) 244-2032

♦ www.kaltreider-benfer.org

## JOB ANNOUNCEMENT

Title: Cataloging & Library Assistant

Schedule: Will require at least one evening a week and 1-2 Saturdays a month.

Supervisor Director, Kaltreider-Benfer Library

Classification: Part-time (20hrs/week)

**Specific Education and Experience Requirements:** Must have some post high school education with experience performing customer service duties and some experience working on computerized databases. Must have experience performing office duties such as typing, and preparing basic reports. Knowledge of the Dewey Classification System and general library operations is preferred. This position requires someone with good communication skills, a strong attention to detail and the ability to work with minimal supervision.

**General and Physical Requirements:** Must enjoy being a team player and providing excellent customer service to a diverse population. To be successful in this job you must be energetic, enthusiastic, flexible and have a good sense of humor. It is important that the candidate be reliable, a self-starter, be able to handle a variety of tasks and set work-flow priorities. Physical requirements include being able to stand and/or walk for up to four (4) hours at a time. It is also necessary that you have the physical ability to stoop, kneel or crouch and to stretch to reach high places, as needed to shelve library materials. You must also be able to sort items in alphabetical order and read labels and forms written in small print. Lifting requirements include being able to lift 25 pounds and push carts with up to 60 lbs of weight.

### Major Duties and Responsibilities:

- 1) Assists the Director of Technical Services in preparing materials in order to be "shelf ready." This includes covering, repairing, and placing the appropriate labels on library materials.
- 2) Catalogs and maintains the library's periodicals collection.
- 3) Maintains the library's fund drive database. This includes adding new patrons to the database, as well as documenting contributions as they arrive.
- 4) Assists with helping patrons at the front desk. This includes helping them to find materials, creating new library cards, placing books on reserve, and checking materials in and out.
- 5) Assists patrons using our computer lab.
- 6) Informs patrons of Library policies and rules and enforces these.
- 7) Ensures that the appearance of the desk area and the shelving units are neat, clean and organized.
- 8) Performs opening and closing procedures.
- 9) Performs other duties as assigned.

*If you are interested in this position you must complete an employment application available at Kaltreider-Benfer Library. Kaltreider-Benfer Library supports workplace diversity and is proud to be an Equal Opportunity Employer (EOE). All employees of Kaltreider-Benfer Library are required to obtain a Child Abuse History Clearance and a Criminal Record Check. Please contact Donald B. Dellinger for additional information.*