



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Digital Services Assistant	Supervisor:	Digital Services Librarian
Location:	York County Libraries	Classification:	Part-Time/Non-Exempt
Department:	Digital Services	Hours:	20 hours/week
Schedule:	Monday through Friday; Flexible hours		

GENERAL DESCRIPTION

The Digital Services Assistant will work closely with the Digital Services Librarian to manage and administer the digital and technical systems used by the staff and patrons of York County Libraries.

EDUCATION & EXPERIENCE REQUIREMENTS

- Candidate must have a high school degree (or equivalent).
- Computer proficiency is required. WordPress experience is highly preferred.
- Customer service experience in a fast-paced environment necessary, experience working in an office environment preferred.
- Strong writing skills necessary.

DUTIES AND RESPONSIBILITIES

- Liaisons with library staff members as the central point of contact for the organization's website migration.
- Triages website related questions & requests for Digital Services Librarian and Marketing Team.
- Provides website related software assistance and training along with supporting materials.
- Coordinates with marketing team on site content planning.
- Works with staff to create webpage outlines as needed.
- Writes web page copy including: new page content, page updates and blog posts.
- Travels to other locations to provide instruction, conduct interviews, or photograph events as needed.
- After website migration, this position will evolve to incorporate additional support to digital services.
- Other duties and projects as requested by the Digital Services Librarian.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 35 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
- Must be able to push a cart up to 80 pounds.
- Must be able to stand and/or walk for up to four (4) hours at a time.
- Required to perform simple grasping and fine manipulation tasks with both hands, and requires acceptable corrected vision (in both eyes) and acceptable corrected hearing.
- Depresses computer keyboard keys and use of mouse.
- Pick up and holds and lays down handset of telephone.
- Must be able to reach, lift, and stretch throughout the work day.
- Clear and comprehensive speech required to communicate adequately in performance of this job.
- Must be able to sort items in alphabetical and numerical order and read labels and forms written in small print.

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
 - Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
 - Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
 - Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>
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York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.
