



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Library Assistant	Supervisor:	Martin Library Director
Location:	Salem Square	Classification:	Part-Time/Non-Exempt
Department:	Salem Square	Hours:	20.25 hours per week
Schedule:	Tue -Thu 11:00pm – 6:15pm, Occasional Saturdays and Evenings		

GENERAL DESCRIPTION

The Library Assistant will provide assistance to a diverse population of customers in using library resources. Assistance is given to customers in person, via phone, and via email. These resources include, but are not limited to: printed materials, digital media, online databases, internet searches, faxing, copying, and printing. The Library Assistant will also assist in the day-to-day functions of Salem Square – checking in/out materials, shelving books, opening/closing duties, creating/updating patron records, etc.

EDUCATION & EXPERIENCE REQUIREMENTS

- Computer experience required.
- Bilingual (Spanish & English) preferred.
- Experience providing customer service in an urban public library setting is preferred.
- Child Abuse clearance, Pennsylvania Criminal History Check, FBI Criminal Record Check and Mandated Reporter Training is required.

GENERAL REQUIREMENTS

Candidate must enjoy being a team player and providing excellent 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 be skilled in performing research-related duties.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
- Must be able to push/pull carts weighing up to 120 pounds.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to stand and/or walk up to four hours at a time.
- Must be able to sit for up to four hours at a time

DUTIES AND RESPONSIBILITIES

- Assist patrons in utilizing computer software and e-resources to meet their information needs. Refers complex information requests to Martin Library.
- Assists in the organization and merchandising Salem Square.
- Performs opening and closing duties. Assures Library is clean and neat.
- Assists patrons with locating library materials by using the ILS system and directing them to appropriate location of materials.
- Assists with monitoring the use of the Computer Lab.
- Informs customers of Library policies and rules and enforces these.
- Troubleshoots and reports hardware, software, and printer issues as necessary.
- Make recommendations for improvement of customer service.
- Creates and updates patron records in the ILS.
- Represents Salem Square Library at community meetings and special programs.
- Other duties and special projects as assigned.

ADDITIONAL INFORMATION

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://uenroll.identogo.com/>
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

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