



## JOB ANNOUNCEMENT

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### POSITION INFORMATION

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<b>Title:</b>	Library Assistant – Temporary	<b>Supervisor:</b>	Library Director
<b>Location:</b>	Hufnagel Library – Glen Rock, Pa	<b>Classification:</b>	Part-Time/Non-Exempt
<b>Department:</b>	Hufnagel Library	<b>Hours:</b>	up to 15 hours/week

**Schedule:** Monday 3pm-7pm, Tuesday 1pm – 4pm; one Friday per month 10am – 2 pm; Two Saturdays 10 am – 2 pm  
Note. This is a temporary assignment to cover for several months

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### GENERAL REQUIREMENTS

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The temporary Library Assistant will provide assistance to a diverse population of patrons in using library resources. Assistance is given to patrons 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 the Library – checking in/out materials, shelving books, opening/closing duties, creating/updating patron records, etc.

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### EDUCATION REQUIREMENTS

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Candidate must have a high school degree (or equivalent). College experience is preferred. Computer proficiency is required. Customer service experience in a public library setting is preferred. PA Child Abuse Clearance, PA Criminal History Clearance, FBI fingerprint-based Criminal History Clearance, and Mandated Reporter Training Certificate are required.

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### EXPERIENCE REQUIREMENTS

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Candidate must enjoy being a team player and providing excellent customer service to a 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.

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### PHYSICAL REQUIREMENTS

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- 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.

## DUTIES AND RESPONSIBILITIES

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- Performs duties related to checking in and checking out library materials. This includes using an item scanner, the ILS computer database and collecting fees.
- Creates new patron records in and posts or responds to messages on patron accounts.
- Checks materials that have been returned for good condition, completeness and other shelving requirements. Changes the status of materials in the ILS computer database.
- Shelves books and magazines that are returned to the library.
- Assists patrons locating materials in the library or at other libraries by using the ILS computer database, directing them to appropriate shelves, placing items on hold or requesting items via interlibrary loan.
- Assists customers with reader's advisory and the use of computer applications including the Internet and online databases. Makes referrals to Martin Library's Information Services as needed. Assists with the processing of reserved and overdue materials including making phone calls to patrons.
- Assist patrons with public computer use and printing from computer. Must be knowledgeable enough to answer general computer, email, and internet questions.
- Send faxes and make photocopies. Scan and email documents using photocopier.
- Performs opening and closing procedures, including light cleaning.
- Informs patrons of Library policies and rules and enforces these. Ensures that the appearance of the desk area, the shelving units and the sitting areas are neat, clean and organized. This includes reading shelves and re-shelving out of order materials.
- Assist with photocopying and preparing promotional materials and forms used by staff.
- Checks in newly acquired materials and prepares them for shelving.
- Assists with collection development.
- Other duties as requested by the library director.

## ADDITIONAL INFORMATION

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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](https://jobs.yorklibraries.org) to complete an employment application.

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