



## JOB ANNOUNCEMENT

### POSITION INFORMATION

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<b>Title:</b>	<b>Library Assistant</b>	<b>Supervisor:</b>	Library Manager
<b>Location:</b>	Glatfelter Memorial Library	<b>Classification:</b>	Part-Time/Non-Exempt
<b>Department:</b>	Glatfelter Memorial Library	<b>Hours:</b>	Up to 17 hours per week
<b>Schedule:</b>	Tue. Wed. & Fri. 9:45am-2:00pm; Up to 2 Saturdays in rotation 9:45am – 2:00pm		

### GENERAL DESCRIPTION

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The 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.

### EDUCATION & EXPERIENCE REQUIREMENTS

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Candidate must have a high school degree (or equivalent). College experience is preferred. Computer proficiency is required. Office equipment such as copier, scanner, fax, telephone. 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.

### GENERAL 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.

### 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 materials that are returned to the library.
- Assists patrons with locating materials, physical and digital, using the ILS database. This includes assisting patrons with eBooks, eReaders, OPACs, and Inter Library Loan.
- Assists patrons with the use of computer applications including the Internet, digital devices, and online databases. Makes referrals to Martin Library's Information Services as needed.
- Assist patrons with public computer use. Must be able to answer general computer, email, and internet questions.
- Make photocopies. Scan, Fax and email documents using photocopier.
- Performs opening and closing procedures, including light cleaning. 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.
- Inform patrons of Library policies and rules and enforces these.
- Provides guidance to the circulation desk volunteers and assists them when needed.
- Other duties as requested by the Library Director.

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#### ADDITIONAL INFORMATION

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If selected for an interview, candidate must provide the following information **at the time of the interview** to complete the Act 168 Employer Verification form:

- Names and contact information, including fax number and/or email address, for all current and previous employers that are school entities or where candidate was employed in a position having direct contact with children.

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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York County Libraries supports workplace diversity and is proud to be an Equal Opportunity Employer.

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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#### ACKNOWLEDGEMENT

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I understand the description of this job and the essential function, as given here. I also understand all of the duties of this position are not described here and that I will perform those duties described here and other related duties as directed by my supervisor or management.

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Employee Name

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Employee Signature

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Date