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**POSITION INFORMATION**

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<b>Title:</b>	Library Assistant	<b>Supervisor:</b>	Library Director
<b>Location:</b>	Paul Smith Library of Southern York County	<b>Classification:</b>	Part-Time/Non-Exempt
<b>Department:</b>	Paul Smith Library of Southern York County	<b>Hours:</b>	Mondays-Fridays, 18 hours per week
<b>Schedule:</b>	Mon: 2-6 PM, Wed 2-6 PM, Thurs 9:30-5 PM, Fri 2-5 PM		

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**GENERAL DESCRIPTION**

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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 the Library – checking in/out materials, shelving books, opening/closing duties, creating/updating member records, etc.

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**EDUCATION & EXPERIENCE REQUIREMENTS**

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Must have a high school degree (or equivalent). College experience is preferred. Computer proficiency is required. Customer service experience required. Previous library experience is preferred.

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**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.

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**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 member records in and posts or responds to messages on member 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 members 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 members with the use of computer applications including the Internet and online databases. Makes referrals to Martin Library's Information Services as needed.
- Assist members with public computer use and printing from computer. Must be knowledgeable enough to answer general computer, email, and internet questions.
- Make photocopies. Scan 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 members 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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**PHYSICAL REQUIREMENTS**

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- 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

#### 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://www.pa.cogentid.com/index\\_dpwNew.htm](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/about-us/careers/employment-application-form/](http://www.yorklibraries.org/about-us/careers/employment-application-form/) to complete an employment application.

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