
POSITION INFORMATION

Title:	Library Assistant	Supervisor:	Director, Technical Services
Location:	Martin Library	Classification:	Part-Time/Non-Exempt
Department:	Technical Services	Hours:	25-29 hours/week
Schedule:	Monday - Friday 8-2 or 9-3, includes ½ hour unpaid lunch		

GENERAL REQUIREMENTS

Under direct supervision of the Director of Technical Services, the Library Assistant will perform Item Record Modification (IRM) and end processing on firm ordered and centrally ordered print items for York County Libraries. They will slip all items and prepare them for distribution via delivery.

EDUCATION & EXPERIENCE REQUIREMENTS

- Must have a high school diploma (or equivalent).
- Computer experience required, specifically Microsoft software. Experience with an integrated library system is preferred.
- Child Abuse clearance, Pennsylvania Criminal History Check, FBI Criminal Record Check and Mandated Reporter Training is required.

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.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to sort items in alphabetical and numerical order and read labels and forms written in small print.

DUTIES AND RESPONSIBILITIES

- Performs Item Record Modification (IRM) with accuracy and proficiency.
- Enters information into Spark Integrated Library System (ILS).
- Performs Item Record Modification (IRM) and end processing on all firm ordered and centrally ordered print items for the branch libraries. Prints and applies spine labels centrally ordered items for member libraries.
- Performs Item Record Modification (IRM) and end processing of materials for special projects such as One Book One Community, Summer Quest, etc.
- Slips all items and prepares them for distribution via delivery.
- Transports items to delivery area.
- Monitors supplies and orders when needed.
- Assist within the Tech Services department as workflow demands
- Other duties as requested by the Director of Technical Services.

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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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 to complete an employment application.
