



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Library Assistant	Supervisor:	Library Manager
Location:	Arthur Hufnagel Public Library of Glen Rock	Classification:	Part-Time/Non-Exempt
Department:	Arthur Hufnagel Public Library of Glen Rock	Hours:	13-19 hours per week
Schedule:	Wednesdays 12:45-7:15pm; Thursdays 9:45am -3:30pm; 3 or 4 Saturdays per month 9:45am- 3:30pm		

GENERAL DESCRIPTION

The Library Assistant will provide assistance to a diverse population of members in using library resources. Assistance is given to members 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.

EDUCATION & EXPERIENCE REQUIREMENTS

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.

GENERAL REQUIREMENTS

Candidate must enjoy being a team player and providing excellent customer service to a diverse population of all ages and abilities. 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, flexible, and be competent using computers and performing other member service-related duties.

DUTIES AND RESPONSIBILITIES

- 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 and posts or responds to messages on member accounts.
- Check materials that have been returned for good condition, completeness and other shelving requirements. Alert IRM staff to needed changes in the status of materials in the ILS computer database.
- Shelves materials that are returned to the library.
- Assists members with locating materials, physical and digital, using the ILS database. This includes assisting members with eBooks, eReaders, OPACs, and Inter Library Loan.
- Assists members with the use of computer applications including the Internet, digital devices, and online databases. Makes referrals to Martin Library's Information Services as needed.
- Assists members with public computer and WiFi use. Must be able to answer general computer, email, and internet questions.
- Makes photocopies. Scan and email documents using photocopier. Fax for members using traditional fax machine.
- 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. Stays familiar with YCL website, mission, outreach, advocacy and events.
- Provides guidance to the circulation desk volunteers and assists them when needed.
- Coordinates with staff, Friends, and volunteers in promotion of events and fundraisers as directed by Library Manager.
- Creates thematic / seasonal displays to promote books and events.
- Other duties as requested by the Library Manager.

ADDITIONAL INFORMATION

Required Clearances:

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.identogo.com/locations/pennsylvania>
 - 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.
