



## LIBRARY ASSISTANT/MARKETING COORDINATOR

**TITLE:** LIBRARY ASSISTANT/MARKETING COORDINATOR **JOB TYPE:** PART-TIME (19 HR/WK)

**SUPERVIOR:** LIBRARY DIRECTOR

**SCHEDULE:** Monday 12:30pm-8pm, Thursday 4pm-8pm,

**PAYRATE:** \$11.75-\$12.00/HR

Saturday 9:30am-5pm

**Position Summary:** Library Assistant/Marketing Coordinator works with Library Director, staff, and volunteers to ensure smooth operation of busy public library. Primary responsibilities include staffing circulation desk and assisting patrons with various library needs. Oversees both internal and external marketing and public relations efforts in consultation with Library Director.

### **Duties and Responsibilities:**

- 1) Performs general circulation desk activities relating to checking in and checking out library materials.
- 2) Performs opening and closing procedures.
- 3) Supervises circulation desk volunteers and provides assistance as necessary.
- 4) Provides basic customer assistance that includes assisting patrons with locating library materials by using the catalog system and directing them to the appropriate shelves.
- 5) Provides basic customer assistance in person and over the phone that includes placing holds, renewing items, and answering reference questions.
- 6) Provides basic customer assistance at the patron computers that includes word processing, printing and internet search assistance.
- 7) Provides basic customer assistance with photocopying, scanning, and faxing.
- 8) Informs patrons of library policies and rules, and enforces these.
- 9) Ensures that the appearance of the desk area and the shelving units are neat, clean, and organized.
- 10) Creates monthly newsletter, program flyers, and press releases.
- 11) Maintains library social media accounts.
- 12) Maintains online calendar of library events.
- 13) Attends staff meetings and trainings as required.
- 14) Other duties as assigned.

**General Requirements:** Must enjoy being a team player and providing customer service to a diverse population of all ages. This position requires someone who has strong communication skills and enjoys helping others. It is important that the candidate be dependable and a self-starter and feel comfortable using computers and performing research-related duties. Ability to multi-task is essential. Flexible schedule is preferred.

**Physical Requirements:** Must be able to lift up to 40 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally. Clear and comprehensive speech required to communicate adequately in performance of this job.

**Preferred Education and Experience Requirements:** High school diploma required. College degree and/or library experience preferred. Experience performing customer service duties, certain administrative and marketing and marketing tasks and use of social media platforms. Computer skill is necessary. Clearances are required.

**About the Dillsburg Area Public Library:** The Dillsburg Area Public Library serves approximately 21,000 residents in seven municipalities in northern York County. Featuring a collection of 30,000 items, a wide menu of programs and events, and offering access to computers and other technology, the library has something for the whole community. The Dillsburg Area Public Library is a member of York County Libraries, an organization of 13 libraries serving all residents of York County.

**To apply:** Send cover letter, resume, and 2 references to [kgreenawalt@yorklibraries.org](mailto:kgreenawalt@yorklibraries.org). Direct questions to the same.  
**Position open until filled.**

If offered the position, the offer will be contingent upon the candidate completing and submitting FBI and Pennsylvania State Police background checks, child abuse clearances, and mandated reporter training. All clearances must be dated within one year of the start date and must be completed for the purpose of employment.

