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6 Philadelphia Avenue, Shillington, PA 19607 • 610.777.3911  
www.berkslibraries.org/branch/mifflin • mifflinl@berks.lib.pa.us

## Library Assistant IV (Saturdays/Mon-Thurs.)

The Mifflin Community Library is seeking an enthusiastic, friendly part-time employee to perform a variety of clerical tasks for the library under the supervision of the Library Director. The employee in this position will work with the other library assistants to oversee the circulation desk. In addition, this employee will order supplies from System, manage and respond to emails through the Circ Desk Gmail, assist patrons in finding materials and answering simple reference questions, open and close the library as needed, oversee library operations in the absence of other staff, and perform additional tasks as assigned by the Library Director.

**Hours:** 50 hrs. /biweekly (normally 25 hrs. /week) - Mon and Thur. 2 - 8:15 pm, Tues and Wed 2-5:15 pm, Sat. 9 am to 4:15 pm.

**Starting Date:** Nov 1, 2021, or as soon thereafter as possible. Applicants must have the following three clearances prior to their start date: PA Child Abuse Clearance, PA Criminal Record Check, and FBI Criminal Background Check.

**Starting Salary:** \$11.00/hour with a \$.50/hour increase after a satisfactory three-month probationary period.

**Benefits:** One week (25 hours) paid vacation after first anniversary date and 2 personal/sick days (5 hours each) following the initial three-month probationary period.

**Minimum Qualifications:** High School Graduate. Must be able to communicate effectively with the public, work well with children of all ages, and work independently. Must possess accurate keyboarding skills and above average computer skills—including knowledge of Microsoft Word and Internet searching capabilities. Library experience preferred. *Full Qualifications listed in Job Description*

Interested persons should send, deliver, or email a resume and contact information for 3 references to

Natasha Donaldson, Library Director  
Mifflin Community Library  
6 Philadelphia Ave.  
Shillington, PA 19607  
610-777-3911  
mifflinlibrary@mifflinlibrary.org

Application review to begin October 28, 2021. Position open until filled.  
Mifflin Community Library is an Equal Opportunity Employer.