

Position Opening—Library Assistant

The Muhlenberg Community Library is seeking an enthusiastic and friendly part-time library clerk to work at the circulation desk for approximately 10-15 hours a week.

The alternating work schedule will include at least 2 evenings and two Saturdays a month. Desired hours for Week A include Tuesday 3-8, Wednesday 4-8, and Saturday 9-4; for Week B: Monday 9:30-2, Wednesday 4-8, and Thursday 3-8. Other hours as needed, including monthly staff meetings usually held on Fridays. The ideal candidate for this position works well in a team-oriented environment, enjoys working with people of all ages, possesses excellent oral and written communication skills, has strong customer service skills, and is proficient in all Microsoft applications. Strong computer skills are required as duties includes basic computer and technology assistance. A flexible schedule is a must. Prior library experience and/or bilingual Spanish are pluses.

The primary responsibilities of the position include:

- Checking in/out of library materials
- Assisting patrons with computers
- General reference and Reader's advisory
- Pulling items for holds
- Calling patrons for holds
- Collecting materials from book-drop
- Shelving material/Shelf reading
- Opening/closing the library
- Assisting with Book-a-Librarian sessions
- Processing new and donated books
- Processing Interlibrary Loans
- Other duties as assigned

Starting Salary: \$9.00 / hr

The following three clearances are required prior to start date: PA Child Abuse Clearance, PA Criminal Record Check and FBI Criminal Background Check.

Please mail/email your resume and the names/contact information for three professional references to:

Melissa Adams, Library Director
Muhlenberg Community Library
3612 Kutztown Rd.
Laureldale, Pa. 19605
muhlenbergcl@berks.lib.pa.us

Applications will be accepted until March 22, 2019 or until the position is successfully filled. For more information, including a Job Description, please visit the About Us page of our website:

<https://www.berkslibraries.org/branch/muhlenberg/about-us>

Muhlenberg Community Library is an Equal Opportunity Employer.

