



24 N. Reading Avenue  
Boyertown, PA 19512  
610-369-0496

## Clerk

**FLSA Status: Non-Exempt**  
**Employment Status: Part Time 24 hrs./wk.**

**Starting Wages: \$8.50/hr.**  
**Reports to: Circulation Supervisor**

### Description:

Boyertown Community Library is looking for a friendly, helpful individual who enjoys working with the public and will help us carry out our mission to provide informational resources, programs, and services for the personal enrichment, education, and enjoyment of all citizens and for the betterment of the community.

### Essential Functions:

- Welcome and assist all patrons in using the library and its resources.
- Provide excellent customer service and work associated with fulfilling patron needs, including registering new patrons, check-ins, check-outs, and handling reserved materials at the circulation desk and over the phone.
- Help with processing daily deliveries of materials.
- Assist patrons with computer issues.
- Assist patrons with printing, copying, scanning documents.
- Assist in cleaning of the library. Duties may include dusting, vacuuming, wiping down surfaces, mopping floors, and cleaning restrooms.

### Qualifications:

- High school diploma or equivalent.
- Experience as library worker or volunteer preferred.
- Experience with use of computers and office equipment.
- Evening and weekend availability.
- New hires are subject to fingerprinting and a background check upon acceptance of an offer of employment.

### Physical Requirements:

While performing the duties of this job the employee: may be frequently required to move and/or lift materials up to 25 pounds and push a loaded book truck weighing up to 100 pounds; regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit; operate a keyboard at efficient speed and typical office equipment, including computer hardware; regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms. Occasionally required to attend off-site meetings. Occasionally exposed to outside weather conditions.

Boyertown Community Library is an equal opportunity employer and will make reasonable accommodations to assure access to all persons.

Please letter of interest and resume to:

**Susan C. Lopez, Director**  
**Boyertown Community Library**  
**24 N. Reading Ave.**  
**Boyertown, PA 19512**  
or via email to **[sbodirector@gmail.com](mailto:sbodirector@gmail.com)**