

24 N. Reading Ave.
Boyertown, PA 19512
boyertowncl@berks.lib.pa.us
610-369-0496

**Desk Assistant
Part-Time
20 hrs. per week**

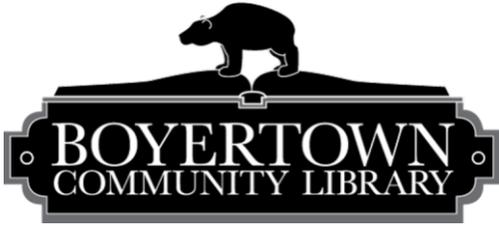
Boyertown Community Library is looking for a friendly, helpful individual who enjoys working with the public and will help us carry out our mission to provide informational resources, programs, and services for the personal enrichment, education, and enjoyment of all citizens and for the betterment of 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.
- Process passport applications (once probationary period is over and training has been completed.)
- Assist patrons in making appointments for passports, after required training
- Help with processing daily deliveries of materials.
- Assist patrons with computer issues.
- Assist patrons with printing, copying, scanning documents.
- Assist with mending books, cleaning discs, and other collection maintenance tasks.
- May assist with Inter-library Loans and Serials processing.
- Assist in cleaning of the library. Duties may include dusting, vacuuming, wiping down surfaces, mopping floors, and cleaning restrooms.
- Completes 3 continuing education credits per year.
- Assist with opening duties on days full time staff are not available. Being capable of counting the cash drawers and opening the library as standard.
- Assist with closing duties as needed.
- Other duties as assigned.

Qualifications:

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



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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.

Part-time 20 hrs./week. \$11-15 per hour. Please send resume to Denise Pulgino Stout, Director
dpulginostout@boyertownlibrary.org