

**Library Assistant – Circulation
Wernersville Public Library**

JOB SUMMARY: The Wernersville Public Library is seeking an upbeat person to fill the position of a part-time circulation desk assistant. **Qualifications:** Strong computer and customer service skills, self-starting, and a passion for libraries. Reports to the Director.

Please submit a letter of interest, resume, and references to: Leigh-Anne Yacovelli, Director, at wernersvillepl@berks.lib.pa.us. Applications will be accepted until the position is filled.

JOB DESCRIPTION

GENERAL DUTIES: Performs customer service, circulation, and clerical tasks, operates computers and a variety of software, and assists helping patrons use the library and its services.

EXAMPLES OF SPECIFIC RESPONSIBILITIES:

- Checks library materials in and out, places requests for patrons, and renews items.
- Registers patrons, issues cards, and updates patron records when required.
- Collects money for all library financial transactions including overdue fines, lost or damaged materials, book sales, printing, etc.
- Executes the opening and closing procedures, including (un)locking the doors, turning on computers, collecting and checking in materials from the book drop and daily van delivery, collect voicemail, etc.
- Shelves materials accurately, and shelf reads during slower times.
- Locates material in the catalog and/or in the building.
- Calls patrons to inform them of requested items received.
- Assists in creating and maintaining library displays.
- Assists director and Youth Services Coordinator with social media and marketing efforts.
- Maintains knowledge in areas of work, including staying current with ebooks, streaming services, and the library's databases offered to patrons.
- Assists patrons with electronic devices, such as e-readers, and troubleshoots computer programs and printing on the public computers.
- Assists patrons with basic reference, readers' advisory, and their accounts, knowing when to refer complex questions to the Director.
- Performs basic collection development duties: processes new materials in from cataloging, and assesses existing materials for condition and refers them for mending or withdrawal.
- Informs the public of library policies and procedures, including information about their own records or requests.
- Other duties as assigned.

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REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of Windows operating system, basic office software, web browsing, and search engines is a must, as is the ability to troubleshoot technology and software since basic technology assistance to patrons are duties of this position.
- Must be professional and friendly in person and on the phone at all times.
- Committed to public service values by being patient and helpful with all patrons, showing empathy to patrons and their needs.
- Works well with others, including patrons, volunteers, and other staff, is flexible with changes in others' attitudes while maintaining a sense of humor.
- Is sensitive to patron privacy and intellectual freedom issues;
- Handles monotonous tasks with accuracy.
- Works independently, and demonstrates good judgment and time management skills.

PHYSICAL REQUIREMENTS: Moderate physical effort is required to perform duties, including the ability to move book trucks with 25 pounds of weight. The employee is frequently required to stand, walk, sit, speak, hear, and use hands to operate office equipment, and reach with hands and arms, specifically while shelving and retrieving books from shelves at ground level to up seven feet in height. Vision requirements include the ability to read routine and complex documents, and read small print from a computer screen.

COMPENSATION AND HOURS: \$10-\$10.50 per hour to start. No benefits. Approximately 20 work hours per week, mostly day. The flexibility exists to add or subtract hours. The hours during the first two months of hire may differ from future schedules to allow for training. Must be punctual and dependable. Should be available to work occasional nights and Saturdays as needed to fulfill the staffing needs of the desk.

CLEARANCES: FBI Criminal Record Check, Pennsylvania Criminal History, and Child Abuse clearances are required upon hire, and must be renewed every three years.