Wernersville Public Library

LIBRARY ASSISTANT

JOB TITLE: Library Assistant

FT/PT	Part-time	**Pay Rate:**	$10.00-$11.00/hr.
Reports to:	Library Director	**Schedule:**	20-24 hours per week Variable (days, evenings, Saturdays)

JOB DESCRIPTION

Role and Responsibilities

- Perform routine circulation desk duties using the library's circulation system such as checking items in/out, placing requests, and changing item statuses as needed
- Assist library patrons by answering questions, finding items, and making recommendations
- Assign public computers to patrons, troubleshoot technology problems, answer the phone, send faxes, make copies, scan documents, and provide technology assistance to patrons as needed
- Denote payment of fees using the library's standard operating procedure and accept credit/debit card payments as needed
- Participate in continuing education workshops and webinars as requested by the Library Director and in accordance with requirements set forth in the Pennsylvania Library Code
- Perform other duties as assigned by the Library Director

Qualifications and Education Requirements

- High School Diploma or G.E.D.

Preferred Skills

- Strong customer service skills
- Excellent communication skills
- Dependability and punctuality
- Basic computer skills

Additional Notes

All employees must obtain the following clearances before starting employment:

- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Criminal Record Check
- FBI fingerprint check if applicant has not resided in PA for the last 10 years

Interested applicants should send their resume and letter of interest to director@wernersvillepubliclibrary.org.