



# Employment Opportunity

## Part-Time Library Assistant

- **Library:** Huntingdon Valley Library
- **Town:** Huntingdon Valley, PA
- **Library Type:** Public
- **Position Type:** Non-MLS
- **Deadline:** until filled

### Description, How to Apply, and Contact:

The Huntingdon Valley Library, located in Huntingdon Valley, PA, seeks a part-time Library Assistant. The circulation desk is often the primary service point for library patrons, so strong customer service and technical skills in a busy environment are required. Responsibilities include assisting patrons with the use of the library by checking out materials, answering questions about patron accounts, and generally assisting patrons with the use of library services and the facility. This is a very active and physical position. When the circulation desk is not busy, the Library Assistant will perform other tasks in support of library operations as directed by the supervisor. For more details, refer to the complete job description.

**New employees are required to have a current Pennsylvania Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Background check. All employees of MCLINC are considered mandated reporters of suspected child abuse under the Child Protective Services Law (Title 23 Pa. C.S.A. Chapter 63.) Employment is contingent upon completion of the PA State Mandated Reporter Training.**

This is a 15.25 hours per week position. The shifts for this position are: Tuesdays 1 to 9 pm, Fridays 1 to 5 pm and every other Saturday 9:30 am to 5 pm.

High school diploma required, some college preferred. General knowledge of library principles and practices preferred. Strong computer, positive customer service, organizational, and cash handling skills are essential.

Please email your resume and cover letter in PDF format to [krbrehant@mclinc.org](mailto:krbrehant@mclinc.org).

Kristen Brehant, Circulation Manager  
Huntingdon Valley Library  
625 Red Lion Road  
Huntingdon Valley, PA 19006

**Salary:** \$14.00/hr.

We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit, and library needs.



**Huntingdon Valley Library  
625 Red Lion Road, Huntingdon Valley, PA 19006  
Phone 215-947-5138 | Fax 215-938-5894**

**Position: Part-Time Library Assistant**

**Reports to: Circulation Manager**

**Primary Function:** Performs a variety of library circulation and clerical procedures with a heavy concentration of public contact and computer use.

This is a 15.25 hours per week position. The shifts for this position are: Tuesdays 1 to 9 pm, Fridays 1 to 5 pm and every other Saturday 9:30 am to 5 pm.

**Responsibilities:**

- Performs all circulation desk duties using the automated Polaris Integrated Library System, including:
  - Checks materials in/out/renews in accordance to Library policies and procedures
  - Effectively searches for and reserves materials for patrons
  - Issues new patron cards and updates accounts
  - Assists with locating, routing, and preparing “hold” materials for patrons
  - Communicates courteously with patrons about their fines and fees, collects payment and makes correct change as needed using a cash register
- Performs all opening/closing procedures in work and public areas
- Assists patrons with using and troubleshooting library online resources and databases on their mobile devices and laptop computers
- Offer and maintain technical assistance for library equipment, including basic troubleshooting of printers, scanners, fax machines, and photocopiers.
- Answers phone and routes calls as necessary in a friendly and professional manner
- Shelves materials and shelf-reads, maintaining an organized collection in alphabetical and/or Dewey Decimal order
- Support the promotion of library activities, programs, services, and fundraising events while also handling program registrations
- Assist in monitoring the behavior and conduct of library patrons and enforcing HVL policies
- Participates in monthly staff meetings and a yearly in-service day
- Performs other duties as assigned in other areas as assigned

**Qualifications:**

- High school diploma required, some college preferred
- A commitment to quality customer service
- Strong computer skills
- A general knowledge of library principles
- Experience working with individuals of all ages
- Knowledge of a variety of fiction and non-fiction literature preferred
- Ability to work a flexible schedule to meet the needs of the library, including working evening and weekend hours

### **Physical Requirements:**

- The physical demands to perform this job are the ability to talk and hear, use hands to handle, feel or operate objects or controls, sit, stoop, kneel, reach, crouch, and lift and/or move up to 50 pounds
- Ability to push and pull library book trucks weighing 100-300 lbs. and carry up to 15 lbs. of books across the library
- Ability to stand for a long time in one area
- Hand-eye coordination is necessary to operate computers and office equipment
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Reasonable accommodation may be made to enable individuals with disabilities to perform this position

### **General Requirements for All Library Employees:**

- Ability to project professional workplace image of specific job title
- Ability to learn new computer skills, programs and interfaces
- Ability to develop and maintain positive working relationships
- Ability to comprehend and follow library policies and procedures
- Ability to develop an awareness of library-wide operations
- Ability to meet physical requirements of specific job title
- **Ability to provide the following:**
  - **Pennsylvania State Police Request for Criminal Records Check**
  - **Department of Public Welfare Child Abuse History Clearance**
  - **Federal Criminal History Record Information**
  - **Completion of the PA State Mandated Reporter Training.**