Employment Opportunity
Part-Time Library Assistant

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

Description:

The Huntingdon Valley Library, located in Huntingdon Valley, PA, seeks a part-time Library Assistant. Library Assistants at the Huntingdon Valley Library are a part of the public services team that provides our library patrons of all ages with efficient and personalized services, whether it be assisting with finding a book on our shelves, accessing a digital resource, or helping patrons with public computers. The circulation desk is the primary service point for library patrons, so strong customer service and technical skills in a busy environment are required. This position performs a variety of library circulation and clerical procedures with a heavy concentration of public contact and computer use. 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 Huntingdon Valley Library 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.

Position Schedule and Salary:

This is a **17.5** hours per week position. The shifts for this position are: Mondays 10 am to 1 pm, Tuesdays 9:30 am to 1 pm, Wednesdays 10 am to 5 pm and Sundays 12:30 to 5 pm. This is a year-round permanent part-time position with an hourly salary of **$14.00/hr**. The selected candidate must agree to work the designated shifts as outlined in the job description.

How to Apply:

Please email your resume and cover letter in PDF format to krbrehant@mclinc.org.

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

Huntingdon Valley Library is an equal opportunity employer and value diversity. All employment is decided based on qualifications, merit, and library needs.

November 2026

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

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
- Highly organized with excellent attention to detail
- Ability to learn new skills in a fast-paced setting are preferred
- General knowledge of library principles and practices preferred
- Strong cash handling skills
- A commitment to quality customer service
- A high level of computer literacy is required, along with a familiarity with digital technology
- 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 provided to enable individuals with disabilities to perform in 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 adapt to change and work as a team member
- 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.**