



100 E. Church Avenue Telford, PA 18969 215-723-9109 [www.ivpl.org](http://www.ivpl.org)

## **Library Assistant Part-time**

This position requires a thorough knowledge of library policies and procedures, layout of the library, and circulation procedures. The ideal candidate displays the ability to interact with staff and public in a cooperative and courteous manner.

### **Essential Duties, Tasks & Accountabilities** **Working with the Public**

- To provide stellar customer service, demonstrate courtesy and friendliness, using tact and diplomacy, with patrons and staff.
- To loan materials according to Front Desk procedures.
- To navigate competently through SPARK and all its circulation functions.
- To welcome new patrons and give information about the library, including circulation policies and procedures.
- To register new users, issue new cards, and renew old registrations.
- To assist patrons in taking card payments of overdue or lost materials.
- To use available technology to best serve patrons.
- To assist in other Front Desk duties as needed – including but not limited to: putting carts in order, folding and collating, shelving, filing, sorting, or other tasks.

### **Qualifications**

- Working knowledge of library procedures and policies.
- Basic knowledge of library equipment (computers, cash register, fax, photocopiers).
- Ability to interact pleasantly and effectively with people.
- Ability to use computers.
- High-school diploma (or equivalent mastery).
- Library experience preferred.

**Job Hours:** Mondays, Wednesdays, & Thursdays - 4-9pm & rotating Saturdays and Sundays

**Starting Wage:** \$14.73/hour. No benefits. All library positions require a PA state criminal background check, PA Child Abuse History Clearance and a FBI fingerprint-based federal criminal history background check.

**To apply:** please send a resume and cover letter to Stephanie Kratz, Circulation Supervisor, [skratz@ivpl.org](mailto:skratz@ivpl.org)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

The job description does not constitute an employment agreement between the Indian Valley Public Library and the employee, and is subject to change as the needs of the Library and the requirements of the job change.

Indian Valley Public Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.