



JOB DESCRIPTION

POSITION INFORMATION

Title:	Library Assistant	Supervisor:	Children's Services Manager
Location:	Martin Library	Classification:	Part-Time/Non-Exempt
Department:	Children's Services	Hours:	25 to 29 hours per week
Schedule:	Sat 8:30am – 5:30pm; Thu 10:00am – 4:00pm; Fri 12:30pm – 5:30pm; and a flexible 6-8 hour shift		

GENERAL DESCRIPTION

The Library Assistant will provide assistance to a diverse population of patrons in using library resources. The Library Assistant will also assist in the day-to-day functions of the Children's Room – checking in/out materials, shelving books, opening/closing duties, creating/updating patron records, etc.

EDUCATION & EXPERIENCE REQUIREMENTS

Candidate must have a high school degree (or equivalent). Candidate must have experience working with children or teens. Experience providing customer service in an urban public library setting is preferred. PA Child Abuse Clearance, PA Criminal History Clearance, FBI fingerprint-based Criminal History Clearance, and Mandated Reporter Training Certificate are required.

GENERAL REQUIREMENTS

Candidate must enjoy being a team player and providing excellent customer service to a population of all ages. This position requires someone who has strong communication skills and who is truly enthusiastic about helping others. It is important that the candidate be dependable, a self-starter and feel comfortable working with children.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
- Must be able to push/pull carts weighing up to 120 pounds.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to stand and/or walk up to four hours at a time.
- Must be able to sit for up to four hours at a time

DUTIES AND RESPONSIBILITIES

- Assists patrons with locating library materials by using the ILS system and directing them to appropriate location of materials.
- Assists in the organization and merchandising of the children's collections, including the staff and archive areas.
- Performs duties related to checking in, checking out, and shelving library materials.
- Performs opening and closing duties.
- Creates and updates patron records in the ILS, collects fees, and uses the cash register software to track all transactions.
- Assists with monitoring the use of the Children's Computer Lab.
- Informs customers of Library policies/rules and enforces these.
- Troubleshoots and reports hardware, software, and printer issues as necessary.
- Make recommendations for improvement of customer service.
- Provides additional duties and support as requested.

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
 - Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
 - Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
 - Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>
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If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.
