

# Employment Opportunity: Library Assistant

- **Library:** Huntingdon Valley Library
- **Town:** Huntingdon Valley, PA
- **Library Type:** Public
- **Position Type:** Non-MLS
- **Deadline:** August 8 or until filled

## Description, How to Apply, and Contact:

The Huntingdon Valley Library, located in Huntingdon Valley, PA, seeks a part-time Library Assistant. The Library Assistant greets, directs, and provides information to library customers and performs a variety of clerical tasks related to the processing, sorting and circulation of library materials using the Polaris Integrated Library System. Other responsibilities include issuing library cards, checking materials in and out, reserving books, assessing damaged/incomplete material, and answering the phone. Additional responsibilities include assisting patrons with finding library materials, providing reader's advisory, answering patron computer questions and troubleshooting, and monitoring appropriate use of the facility. This position requires a great deal of contact with the public and computer competency. Candidates must have the ability to work in a fast-paced environment and have excellent customer service and computer skills.

The position is 14.5 hours per week and some evenings and Saturdays are required. The shift for this position is:

Tuesday 3-7, Thursday 1-9 (with 30 minute meal break), and Friday 2-5

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.

Submit resume and cover letter to:

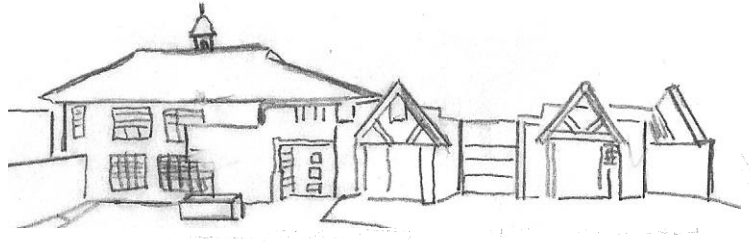
Mrs. Pam Dull, Assistant Director  
Huntingdon Valley Library  
625 Red Lion Road  
Huntingdon Valley, PA 19006

or by email in PDF form to [pdull@mclinc.org](mailto:pdull@mclinc.org)

**Salary:** \$9.00-\$9.50

**Website:** [www.hvlibrary.org](http://www.hvlibrary.org)

July 2014 Revision



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

Position: Library Assistant

Reports to: Assistant Director

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

Hours: 14.5 hours per week with some evening and weekend hours included

#### Responsibilities

- Performs all circulation desk duties using the automated Polaris Integrated Library System, including:
  - Check materials in/out/renew materials in accordance to Library policies and procedures
  - Effectively search for and reserve 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 make change as needed using a cash register
- Notifies patrons in a professional manner about reserved materials
- Performs all opening/closing procedures in work area and public areas
- Instructs patrons on how to use online reference sources, online card catalog, and databases on library computers
- Assists patrons with using and troubleshooting library online resources and databases on their mobile devices and laptop computers
- Assists patrons with readers’ advisory services
- Maintain and troubleshoot library equipment, such as photocopiers and computers, and instruct patrons in proper use of such equipment
- Answers phone and routes calls as necessary in a friendly and professional manner
- Assists with library programs and displays; program registrations, flyers and signs, crafts, book lists, etc.
- Prepares, withdraws, and repairs materials
- Shelves materials and shelf-reads, maintaining collection in alphabetical and/or Dewey Decimal order
- 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, including experience with Microsoft Office products, printers, use of the Internet and Internet-based software programs, and wireless access
- Ability to communicate positively and effectively with the public and staff
- A general knowledge of library principles, practices and materials and a desire to serve the public in a friendly, comfortable environment
- 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
- Must have good customer service skills, flexibility, and ability to handle multiple tasks in a fast-paced public service setting

## Physical Requirements

- The physical demands to perform this job are the ability to talk and hear, use hands to finger, 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 adapt to change
- 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 exercise good judgment at all times
- 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