



TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

https://www.tredyffrinlibraries.org/?post_type=jobs&p=13652

Circulation Manager (part-time)

Description

Paoli Library is seeking a friendly, conscientious, well-organized library professional to manage a variety of key library services.

Responsibilities

In addition to direct customer service (circulation, curbside pickup, shelving, and computer help), primary responsibilities may include interlibrary loan; volunteer recruitment and scheduling; computer tutoring as scheduled; and maintaining the donor database and the patron database. Collection development (weeding and ordering) for assigned library collections may also be included.

Primary circulation management responsibilities will be responding to patron concerns and complaints; monitoring the online staff schedule; and assisting with training of new circulation assistants and shelvers. The position will include regular shifts at the circulation desk.

The position requires extensive knowledge of library procedures and a thorough understanding of MS Office programs: Word, Outlook, Publisher, and Excel.

Candidate should function well in a busy environment with a minimum of supervision, have excellent customer relations skills, and enjoy working with customers of all ages. As Paoli is a small library, all staff need to be able to provide customer support with the Library catalog, public PCs, printers, and other electronic devices.

Qualifications

- BA or BS and at least one year of library experience required; MLS preferred.
- Beginning wage \$15.00 hour
- Candidate must have current child abuse clearance, current PA background clearance, and current Federal background clearance prior to employment.

Physical requirements of this position are the ability to: operate computer equipment and keyboards with ease; handle 24 lb. cases of paper; sit, walk, and/or stand for extended periods of time, stoop, and reach in a confined area; wheel a cart of books weighing up to 125 lbs.; operate a variety of computer and office machines.

Contacts

For consideration please email your resume and a cover letter describing how your skills and experience meet the job qualifications to:

Beverly Michaels: bmichaels@ccls.org

with subject line: Office Manager

EOE employer, Position open until filled

Hiring organization

Tredyffrin Township Libraries

Employment Type

Part-time

Job Location

18 Darby Road, 19301, Paoli, PA, USA

Working Hours

25-29 hours/week

Base Salary

\$ 15

Date posted

April 26, 2022

Valid through

20.05.2022