



TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

https://www.tredyffrinlibraries.org/?post_type=jobs&p=14318

Reference Assistant: Adult Services

Description

Tredyffrin Public Library has an immediate opening for a part-time Reference Assistant in the adult services department.

The individual in this role is responsible for providing reference and information services to patrons of Tredyffrin Public Library. Candidates should be comfortable working in a dynamic public service library setting and able to provide accurate answers to a variety of in-person and telephone queries. A strong customer service ethic is essential. Primary responsibilities include: assisting with locating and using library materials and services; preparing programming or classes for the public; updating and revising patron records; assisting patrons seeking information on a wide variety of topics; providing information about library programs; guiding patrons to various features in the building or to particular areas of the library's collections; assisting with circulation-related tasks during busy periods, assisting patrons who need help with printing, managing email, finding information on the internet; and advising library users and recommending material that may be of interest.

The position will include some evening and weekend hours and a minimum commitment of 10 hours per week of scheduled work hours.

This position reports to the Head of Reference and Technology.

EOE employer. Position open until filled.

Qualifications

ALA accredited Master's Degree in Library Science or MLS student preferred. Bachelor's degree required, Library experience preferred.

Physical requirements of this position are the ability to: operate computer equipment and keyboards with ease; handle and move 25 lb. tables; sit, walk, and/or stand for extended periods of time; stoop, and reach in a confined area; wheel books or equipment weighing up to 125 lbs.; operate a variety of computer and standard office machines.

All library positions require the following criminal background and child abuse clearances:

- Report of criminal history from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the Department of Human Services (Child Abuse)
- Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Contacts

Applications will be accepted until the position is filled. Submit cover letter and resume electronically to Jonathan Trice, Head of Reference and Technology at jtrice@ccls.org with the subject line: Reference Assistant

Hiring organization

Tredyffrin Township Libraries

Employment Type

Part-time

Industry

Reference

Job Location

582 Upper Gulph Road, 19087, Strafford

Working Hours

The position will include evening and weekend hours and a minimum commitment of 10 hours per week of scheduled work hours.

Successful candidate must be available for work on Thursdays, Fridays & weekend (Currently Saturdays on a monthly rotation).

Base Salary

\$ 16.00 / hour - \$ 18.00 / hour

Date posted

January 20, 2023