



TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

https://www.tredyffrinlibraries.org/?post_type=jobs&p=14212

Technology Administrator: Paoli Library

Description

Paoli Library is seeking a friendly, well-organized library professional with excellent customer relations skills for a variety of key library services.

The position includes scheduled shifts at the circulation desk, providing direct customer service and support with the library catalog, shelving returned materials, and assisting patrons with the public PCs and printer. Candidate should function well in a busy environment with a minimum of supervision and enjoy working with customers of all ages.

Responsibilities

In addition to direct customer service (circulation desk and computer help), primary responsibilities include computer tutoring as scheduled; processing interlibrary loans; trouble-shooting basic network, hardware, and software problems; catalog maintenance; and maintaining the donor database and the patron database. Collection development (weeding and ordering) for assigned library collections may also be included.

The position requires knowledge of both the circulation procedures and reports functions of a library ILS. It also requires a thorough understanding of commonly used software, including web-based email providers, Microsoft Office programs, and library-specific applications for downloadable e-materials.

Qualifications

BA or BS and at least one year of library experience required; MLS holders or candidates will be given preference.

- 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

Beginning wage \$16/hr.

For consideration please send an email with subject line "Technology Administrator" including your resume and a cover letter describing how your skills and experience meet the job qualifications to:

Beverly Michaels: bmichaels@ccls.org

Hiring organization

Tredyffrin Township Libraries

Employment Type

Part-time

Job Location

Paoli Library, 18 Darby Rd, 19301, Paoli, PA, US

Working Hours

Includes evening and weekend hours

Base Salary

\$ 16

Date posted

October 28, 2022

Valid through

11.11.2022