

Job Opportunity @ The Yeadon Public Library JOB DESCRIPTION – Library Assistant

Library Assistant / Part time (Max 20 hours per week)

Date Prepared: September 7, 2017 - All resumes along with cover letters, must be received by September 30, 2017

SUMMARY: Under close supervision, this position performs a wide variety of library duties and interfaces with patrons in rendering public and technical library services; and performs related duties, as assigned.

ESSENTIAL FUNCTIONS: -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:

- Work with afterschool program
- Interface with patrons in rendering public and technical library services.
- Perform circulation and service desk duties; use an automated system to check out and check in library materials; and collect fines and fees.
- Register new borrowers; provide reference service in the assigned department using standard reference sources.
- Assist patrons with reader's advisory requests; furnish information about books, authors, and publishers; interpret and resolve questions regarding library circulation policies; receives refunds,
- Order and maintain records for library books and materials; assists in routine cataloging of library books and materials.
- Type forms, and notices; maintain statistics and other records; operate standard office machines; maintain, and disseminate directory information to patrons; and assist with collection development and programming.
- Operate and make minor repairs to paper shredders, staplers, and similar equipment; may assist with emptying book bins, and book trucks; and may prepare graphics, displays, and exhibits.
- Operate a variety of office equipment

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines: High School Diploma

Background and child abuse clearances required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: Work is performed in a library setting and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a library environment. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting and carrying moderately heavy boxes of books up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form and must be able to be understood. Incumbent must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

To apply: submit resume and cover to, Richard E. Ashby Jr.

yedirector@delcolibraries.org