

Tinicum Memorial Public Library Job Posting: Library Staff

Position Title: Library Staff

Reports to: Library Director

Rate of Pay: \$10.00/hour

Hours: 20 hours per week, Saturday availability required.

FLSA Status: Non-exempt hourly

Summary:

The library staff provides assistance to a diverse population of members in using library resources. Assistance is given to patrons in person, via phone, and via email. These resources include, but are not limited to: printed materials, digital media, online databases, internet searches and access, copying, and printing. Library staff also assists in the day-to-day functions of the library:

- Checking in/out materials
- Shelving books
- Opening/closing duties
- Creating/updating patron records while maintaining confidentiality
- Assisting patrons with public computer and wifi use
- Providing guidance and assistance to circulation desk volunteers when needed
- Following all library rules and policies, informing patrons of these, and general monitoring of the library in order to enforce them.
- Coordinating with staff, friends, and volunteers in promotion of events and fundraisers as directed by library director
- Other duties as requested by library director and/or outlined in "General Staff Expectations"

Physical requirements:

- Must be able to sit for 1-2 hours, and stand and/or walk for 4-8 hours per workday
- Must be able to bend/stoop, squat, kneel, lift, push/pull and reach above shoulder level for a large percentage of the workday for material manipulation
- Must be able to lift and carry up to 35 lbs
- Ability to repetitively grasp, lift and carry materials and objects

This is a part-time position with regular hours including evening and Saturday shifts. Flexibility and willingness to cover shifts as needed is required.

Education: Candidate must have a high school degree or equivalent.

Experience: Computer proficiency is required. Customer service experience in a public library setting is preferred.

General Requirements:

PA Child Abuse Clearance, PA Criminal History Clearance, FBI Fingerprint-Based Criminal History Clearance, and Mandatory Reporter Training Certificate are preferred prior to interview. Hiring and continued employment are contingent on satisfactory passage of these clearances. Candidate must enjoy being a team player and providing excellent customer service to a diverse population of all ages and abilities. This position requires someone who has strong communication and problem-solving skills and who is truly enthusiastic about helping others. It is important that the candidate be dependable, a self-starter, flexible, and competent using computers and performing other customer-service related duties.

To Apply:

Interested applicants should send their resumes to Linda West, Director at tidirector@delcolibraries.org

Applications will be accepted until position is filled.