



2001 Municipal Court | Harrison City, PA 15636 | 724-744-4414

Position Opening—Library Clerk

The Penn Area Library is seeking a part-time library clerk to work at the circulation desk for 20 hours per week, with an hourly rate of \$8.25. The average scheduled work week will include at least two Saturdays per month and two evenings per week, with additional hours or shifts scheduled at the discretion of the Library Director. Previous or current library employment is not required, though preference may be given to those applicants with prior experience.

The ideal candidate for this position genuinely enjoys working with people of all ages; possesses excellent oral and written communication skills; has strong customer service skills; pays careful attention to details; is proficient in Microsoft Office; and has the ability to learn the library's circulation software (Polaris), eBook platform, Ancestry database, and POWER Library databases. This is a highly visible and responsible position, and requires the ability to work with multiple interruptions and maintain prioritization of tasks. Above all, the person in this position should present a positive image of the library, making all people feel welcome and accepted at the library.

Duties and Responsibilities: Primary tasks include, but are not limited to, circulation (checking items in and out for patrons), answering directional and information questions from patrons (in person and on telephone), assisting patrons with computers, registering patrons, placing holds on items, pulling items for holds, calling patrons for holds, collecting materials from book drop, shelving materials, shelf reading, opening/closing the library, assisting with library displays, events, programs, fundraisers, and other tasks as assigned.

Personal Qualities: Displays a professional, friendly, helpful, positive attitude. Ability to work well with the public and all other staff members. Dependability, punctuality, honesty, and trustworthiness is essential. Ability to accept change gracefully. Ability to accept constructive criticism. Recognition of the need for discretion in dealing with the public and making statements to patrons. A willingness to help out in special situations and cooperate as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

Environmental & Physical Requirements: Located in a climate-controlled indoor environment, with occasional outdoor activity for events and programs. Most time is spent standing or walking, with kneeling, stooping, reaching, and occasional climbing while handling materials. Individual item handling is required by grasping, pulling, pushing, and holding with one or both hands. This position requires pushing or pulling a book cart up to 300 pounds and handling individual materials up to 30 pounds.

Job Requirements: Must possess a high school diploma or its equivalent. Must possess a valid PA driver's license and reliable means of transportation. Must be able to speak, read, and write English. Must be able to follow written and oral instructions. Must be able to work with minimal or no direct supervision. Must provide the following clearances prior to start date: PA Child Abuse Clearance, PA Criminal Record Check, and FBI Criminal Background Check.

Organizational Relationship: This position reports directly to the Library Director. This position cooperates with other staff members to meet the needs of the public, community, and the library.

Qualified individuals should send a cover letter and resume to dorene.miller@wlnonline.org by April 10, 2019, with "Job Opening" and your name in the subject line. Interviews will be scheduled on a rolling basis – no calls or walk-ins please.

Penn Area Library is an Equal Opportunity Employer.