

## Library Technician and Customer Service Associate

The Strasburg-Heisler Library seeks a Library Technician to meet the needs of patrons seeking library services and manage library materials.

The position involves addressing the needs of our customers in all aspects of library services and the processing of materials. Candidate must be friendly and courteous to all our visitors and have pleasant telephone manners as a representative of the library. Computer fluency is required along with the confidence to assist others in basic computer operations. Initiative, accuracy, and attention-to-detail is essential. The candidate must take directions well, accept change and additional tasks as necessary, and work as a part of a team for the common good.

Must be 18 years of age or older, able to stand or sit for long periods of time, bend, reach, lift & carry 30 pounds. College degree required, education or information and library science degree preferred. training is extensive.

Approx. 15 hours per week, at least one Saturday (9am-2pm) each month is a must.

Wage range is \$12.00 -14.00 an hour. PTO after 3 months.

This is a permanent position, not summer-seasonal.

The Strasburg-Heisler Library is an equal opportunity employer. New employees are required to have the following background checks upon employment or within 2 weeks of hire: PA State Police Criminal Record Check and Pennsylvania Child Abuse History Clearance.

Send message of interest and resume to:

Kristin Fernitz- Director

kfernitz@strasburglibrary.org