

**ADAMSTOWN AREA LIBRARY
JOB POSTING**

POSITION: Part-Time Circulation Assistant
Average of 10.0 hours per week including one Saturday per month
with opportunities for additional hours as needed

RATE: \$10.25/hour

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in the operation of the Circulation Department. Uses library computer system to register and update borrower information, checks materials in and out, collect fines and fees. Answers telephone inquiries.

Provides information to patrons, assists patrons in locating books and other materials. Performs reader's advisory. Assists with use of computers and computerized catalog. Promotes use of electronic database available on the AAL website.

Shelves materials.

Willingness to conduct outreach for the library. Willingness to help organize and staff special events, programming, and fundraisers.

Willingness to train to become a Passport Acceptance Agent and process passports as needed.

Shares responsibility for building supervision, opening and closing procedures.

Supervises volunteers.

Assists in the processing of materials, processing intersystem delivery, and emptying book drops.

Sets up book and information displays.

Performs other duties as assigned by the Library Director.

Good ability in oral and written communications.

**ADAMSTOWN AREA LIBRARY
JOB POSTING**

QUALIFICATIONS:

High school diploma or equivalency required.

Experience in computer operation required.

Knowledge of children's, young adult, and adult literature preferred.

Skilled in reading comprehension and organization.

Ability to exercise initiative and good judgment.

Must have excellent customer service skills.

Ability to perform basic arithmetic computations.

Ability to successfully pass and maintain the following background checks: (1) Pennsylvania State Police Criminal Background Check, (2) Pennsylvania Child Abuse History Certification.

PHYSICAL REQUIREMENTS:

Ability to lift and carry up to 20 pounds.

Ability to stand for up to 2 hours.

Ability to bend, stoop, squat, reach, and stretch for shelving books and other library procedures.

Ability to perform repetitive actions.

HOW TO APPLY: Email resume and cover letter to lrussell@adamstownarealibrary.org

Adamstown Area Library is an Equal Opportunity Employer.