

## 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 some processing of materials. Candidate be friendly and courteous to all of 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 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 at least 18 years of age, able to stand or sit for long periods of time, bend, reach, lift & carry 30 pounds. High school diploma or equivalent is required. Library experience is preferred, and training is extensive.

Part -time: Approx. 15 hours per week, at least one Saturday (9am-2pm) each month is a must. Wage starts at \$12 an hour. Paid Time Off after 3 months is offered.

This is a long-term 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: PA State Police Criminal Record Check and Pennsylvania Child Abuse History Clearance.

Send letter of interest and resume to:

Kristin Fernitz- Director  
kfernitz@strasburglibrary.org