

ELANCO Library Job Opening
Part Time Library Assistant – Start Date Mid-July

Hours

- 10 hours per week, evenings & some weekends

Duties and Responsibilities

- Assist library users with the public internet computers and other technology
- Assist library users to find materials easily, to meet their information needs, and to use the library successfully
- Circulation tasks such as checking materials in and out, pulling holds and shelving books
- Issue library cards
- Answer the telephone
- Collect fines and fees
- Participate in collection maintenance projects
- Repair damaged materials
- Additional duties as assigned

Qualifications and Requirements

- High school graduate; some college preferred
- Knowledge of and experience using public library technology and the Internet
- Ability to perform routine clerical and record-keeping tasks repetitively and efficiently
- Ability to learn and use the computerized library catalog system
- Strong commitment to public service and the ELANCO community
- Ability to work with library customers and staff in a friendly, efficient manner
- Excellent oral and written communication skills
- Accurate keyboarding and computer skills, including Microsoft Office
- Ability to maintain reliable attendance and regular schedule
- Flexibility to adapt to changing situations and to vary work schedule
- Physical ability to regularly lift library materials weighing up to 40 pounds and to push fully loaded carts of library materials, and to bend and reach shelves
- **Satisfactory Pennsylvania Criminal Background Check, Pennsylvania Child Abuse History Clearance, and FBI Fingerprinting**

Salary

- \$9.00 hr
- Benefits:
 - Option for a Simple IRA
 - No health benefits
 - Travel reimbursements for Library System Training purposes
 - Time paid for Library System Training and staff meeting attendance

Interested candidates must complete an application. Cover letter and resume are optional.