

LANCASTER PUBLIC LIBRARY

CIRCULATION ASSISTANT (Part-Time) January 2019

JOB SUMMARY: Lancaster Public Library is seeking a part-time Circulation Assistant. The Circulation Desk is often the primary service point for library patrons so strong customer service skills in a busy environment are required. Responsibilities include assisting patrons with the use of the library by checking out materials, answering questions about patron accounts, and generally assisting patrons with the use of the library services and the facility. When the Circulation Desk is not busy, the Circulation Assistant will perform other tasks in support of library operation as directed by supervisor.

QUALIFICATIONS: Successful candidates will demonstrate the ability to cheerfully respond to patron requests, to work cooperatively in a team environment, to be flexible as the demands of the job change, to become familiar with the location of library resources, to handle the fast pace of telephone and in-person interactions, and to assist library patrons with the use of the library. Must have a working knowledge of computers and be committed to excellence in the provision of library service.

A willingness to work at all Lancaster Public Library branch locations (Lancaster City, Leola, and Mountville) is required.

A high school diploma or equivalent is required.

COMPENSATION: Hourly wage: \$10.00. Hours: 15-20 per week including evenings and Saturdays.

The above job summary is not intended as, nor should be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

A criminal record check, child abuse clearance, and FBI certification are required for all library employees.

Please submit an application and three references to:

Lancaster Public Library
Attention: Kathy Leader
125 N. Duke Street
Lancaster, PA 17602
Fax: (717) 394-3083
Email: kleader@lancasterpubliclibrary.org

Lancaster Public Library is an Equal Opportunity Employer.

For more information about Lancaster Public Library visit our website at www.lancasterpubliclibrary.org.