

JOB TITLE: Adult Assistance Service Clerk

DEPARTMENT: Library

REPORTS TO: Library Director

Job Description:

Provides professional circulation services to all ages on a day-to-day basis; is responsible for assisting patrons with technology needs including teaching basic computer skills classes; is responsible for assisting patrons with resumes and job applications. Performs other duties as assigned by the Library Director.

Supervision Received:

Performs work responsibilities under the general direction of the Library Director and the Project Manager.

Supervision Exercised:

None

Education:

A Bachelor's or other secondary education degree and/or certificate is required. A Master's Degree in Library and Information Science (MLIS) is preferred.

Skills/Knowledge:

Working knowledge of technology including but not limited to: basic PC and laptop operations and troubleshooting; basic email operations; basic cell phone/PDA operations; Microsoft Office functions.

Excellent oral and written communication skills. Ability to complete projects independently and as a member of a team.

Physical Demands and Working Environment:

Work is performed in a busy library setting, subject to moderate noise. Must be able to walk, sit, stoop, reach, stand, talk, listen, and use library equipment. Must be able to retrieve and shelve library materials, use a step stool, lift 20lbs and move a book cart on wheels.

Other Requirements:

Must put forth a professional appearance in both dress and attitude.

Must be able to work occasional Saturdays.

Must have regular access to a personal vehicle for travel to and from Eastridge Branch Library.

PA State Police Criminal record check, PA Child Abuse History clearance and FBI fingerprints are required to begin work.

Must be comfortable working with all ages including children and the elderly.