

CHELTENHAM TOWNSHIP LIBRARY SYSTEM
Library Assistant/CIRC 1 JOB POSTING

DATE: March 2021

POSITION TITLE: Library Assistant/Circ 1 (Multiple positions in different branches in system)

FLSA STATUS: Part-Time, Non-Exempt

REPORTS: Head Librarian (branch manager)

HOURS: Flexible hours, including nights and weekends as needed

SALARY: \$11.00 - \$15.00 (Base pay changes to \$12.00/hr in May)

BENEFITS: Life Insurance and Vacation Leave, depending on hours worked

CLOSING DATE: First review of applications **Monday, March 22, 5:00 PM**; applications accepted until April 16th, 5:00 PM

Job Summary:

Under the direction of the Head Librarian and the supervision of the Circulation Supervisor, the Library Assistant/Circ 1 provides engaged and friendly service at the public desks throughout the Cheltenham Township Library System. The Library Assistant/Circ 1 helps patrons with their information and circulation needs in person, on the phone, and via email, shelves and processes collection materials, assists patrons with ready reference and reader's advisory, and guides patrons in the use of computers, scanners and printers. Additionally, the Library Assistant/Circ 1 supports library events for all ages, assists in the opening and closing of branches, and performs a variety of clerical tasks which support Library services.

The Library Assistant/Circ 1 position often serves as the public face of the library, interacting with each customer that needs assistance. As such, the person in this position must be able to commit to customer service excellence and the furthering of a warm, friendly and welcoming environment.

Any offer is contingent upon the completion and submission of criminal and background clearances.

Education and Experience

- Required:
 - High School Diploma or GED
 - 1 year customer service experience
- Desirable:
 - Associate's or Bachelor's degree
 - 1 year library experience
 - Fluency in a foreign language, especially Spanish, Chinese, Korean, Vietnamese (small bilingual pay differential after passing fluency test)

HOW TO APPLY

- For a full job description and fillable application form, applicants should visit our website at <https://cheltenhamlibraries.org/about-us/job-opportunities/>.

- For first consideration, applicants should email a completed application, resume (with the names and contact information for 3 professional references), and cover letter in PDF format **by 5:00 PM, March 22, 2021**, to the following address: ctlsoffasst@mclinc.org.
- You may continue to apply through **April 16th, 2021, 5:00 PM**, or until the job posting is removed on our website, but first consideration will go to those who submit by March 22, 2021.

Please note:

- Applications will be reviewed as they are received, so applicants should respond in a timely manner.
- Applicants may receive an invitation to interview if selected by the hiring committee
- Cheltenham Township Library System is an Equal Opportunity Employer