

**CHELTENHAM TOWNSHIP LIBRARY SYSTEM  
CIRC 1 JOB DESCRIPTION**

**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

**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 16<sup>th</sup>, 5:00 PM

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**Organization:**

The Cheltenham Township Library System, a 501(c)(3) nonprofit organization, is in the midst of a transformation of mission, services, and facilities to better serve the public good. The library system is comprised of four unique neighborhood libraries in Cheltenham Township, PA, a racially and economically diverse community of over 37,000, located approximately 20 minutes from Center City, Philadelphia. The library system is dedicated to building organizational quality, helping families thrive in a culturally pluralistic, information-focused, digitally-based society, and helping community members increase community outcomes--academically, professionally, economically, healthily, and socially.

**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, via email as well as various other forms of communication. Additionally, the Library Assistant/Circ 1 supports library events for all ages, 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.*

**Responsibilities:**

- Works regular shifts on system-wide public service desks, providing excellent service to the public at the Circulation Desk while checking in and out library materials, collecting money from overdue fines and lost and damaged materials, issuing new/replacement library cards, registering new patrons and processing name and address changes.
- Ensures circulation policies and procedures are followed for the proper handling of customer and material records for an accurate library database. This includes data entry of late, lost, damaged, and claims returned items, and patron information including necessary notes.

- Responsible for collection maintenance duties; sorts and shelves library materials; empties book drops; shelf reading; shifts materials, cleans and inspects library materials for damage, repairs library materials.
- Provides ready reference services, readers' advisory services, and general information about the Library and its services to patrons in person, over the phone, via email and through social media networks.
- Monitors the appearance of the public areas during assigned shifts, and performs opening and closing procedures for the public desks at assigned locations.
- Provides support at Library events for all ages.
- Assists users in gaining access to computing resources and resolving library hardware, software and/or printing problems and logs unresolved technical problems to the electronic help desk.
- Maintains confidentiality of all patron records and transactions.
- Performs a variety of clerical tasks, which may include pulling library materials and/or preparing materials for programs and displays.

### **SUPERVISORY RESPONSIBILITY:**

This position has no direct supervisory responsibilities, but may coordinate volunteers, library aides and other staff as directed.

### **QUALIFICATIONS**

#### **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)

#### **Competencies**

- Required:
  - Familiarity with the use of computer hardware and software
  - Ability to conduct routine procedures involving computer equipment.
  - Ability to communicate skillfully in-person and through email and telephone
  - Ability to organize tasks and respond to complex verbal directions
  - Ability to calculate basic arithmetic problems to count resources and manage minor financial transactions such as the payment of fines
  - Some knowledge of various types of office equipment
  - Attention to detail and accuracy
  - Commitment to diversity and intellectual freedom
  - Commitment to continual improvement and life-long learning (annual requirement for continuing education.
  - Enthusiastic interest in books, reading, and literacy!
- Desirable
  - Experience with multimedia and digital information
  - Experience with online research, especially databases
  - Working knowledge of library methods, procedures, and resource classification systems
  - Valid Pennsylvania driver's license with ability to work at all locations

### **PHYSICAL DEMANDS:**

- Employee must be able to communicate ideas and information with library staff and customers, (in-person, via telephone, and via email), respond to customer inquiries, and advise customers how to use physical and digital resources.
- Employee must be able to comprehend and follow instructions in verbal and written form
- Employee must be able to effectively read and understand information contained in memoranda, reports, bulletins, etc.
- Employee must be able to regularly pick up and transport objects and equipment up to 10 pounds, and occasionally up to 25 pounds.
- Employee must be able to operate a computer and other office equipment to process transactions and input customer or resource information
- Employee must be able to move around the building to access materials and offer assistance to customers
- Employee must be able to push/pull carts weighing up to 75 pounds, and shelve materials on low and high shelving units

### **WORK ENVIRONMENT:**

While performing the duties of this job the employee will interact with a diverse group of employees and customers and in a variety of work environments. The work schedule includes participation in the evening and weekend rotations. The work location may include any of CTLS' facilities.

*Please Note: During this pandemic, CTLS makes every effort to protect its staff and customers by issuing masks, gloves, and other protective equipment to staff members and by having strict schedules for hand-washing, resource-handling, materials quarantine, and the sanitization of surfaces. Hours or services may be also limited or expanded depending on current positivity rates. However, as the library is an essential service, this remains a public-facing position.*

### **DISCLAIMER:**

This job description indicates the general nature and level of work expected by the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.

### **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](mailto:ctlsoffasst@mclinc.org).
- You may continue to apply through **April 16<sup>th</sup>, 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