

**CHELTENHAM TOWNSHIP LIBRARY SYSTEM**  
**LIBRARY ASSISTANT 2 FT--JOB DESCRIPTION**

**POSITION TITLE:** Library Assistant 2

**FLSA STATUS:** Full Time Non-Exempt (37.5 hours per week)

**REPORTS:** Head Librarian (Glenside)

**HOURS:** Full time, including nights and weekends as needed

**SALARY RANGE:** Biweekly \$1200 - \$1350 (\$16.00 - \$18.00/hr). Consideration given for longevity.

**BENEFITS:** Medical, Vision, Dental, Life Insurance, Pension Plan, and Vacation Leave (for individual subscriber only)

**CLOSING DATE:** **Applications will be reviewed *immediately upon receipt*** (applicants are urged to apply early for greatest consideration, as interviews will commence *as soon as we have a suitable pool of applicants*); applications will be accepted until **Friday, May 28<sup>th</sup>, 11:59 pm.**

**BRANCH:** This position will currently be based at the **Glenside Branch**. However, all staff are employed by the library system, and future work locations may include any CTLS facilities.

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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 Head of Circulation (LA 3), the Library Assistant 2 provides engaged and friendly service at the public desks throughout the Cheltenham Township Library System and assists with collection maintenance projects for their branch.

The Library Assistant 2 will assist with the regular review, receipt, repair, sorting, filing, and routing of library materials. They will coordinate billing for lost/misplaced books, complete the reviewing, verifying, and correcting of library records, and assist with detailed customer requests. They will also assist the Head of Circulation and the Head Librarian with paraprofessional tasks and statistical reports as needed, and may serve as back-up to those positions with library card registrations and supervisory functions.

The Library Assistant 2 also helps patrons with their information and circulation needs in person, on the phone, via email, as well as various other forms of communication. The Library Assistant 2 supports library events for all ages.

The Library Assistant 2 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.

The Library Assistant 2 position differs from the Library Assistant 1 position by their responsibility for completing regular collection projects within specific deadlines, their ability to create reports as needed, and their deeper understanding of library automated systems.

*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.
- Assists with collection maintenance duties.
- 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.
- Tracks and confirms maintenance requests and updates
- 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 and paraprofessional tasks, which may include pulling library materials and/or preparing materials for programs and displays.
- Serves on library committees as assigned
- Other duties and responsibilities as required

### **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 of responsible clerical and customer service experience in a library setting
  - Understanding of library terminology and standard library practices; basic library materials and equipment
- Desirable:
  - Associate's or Bachelor's degree
  - 2 years of responsible clerical and customer service experience in a library setting
  - Optional: Fluency in a foreign language, especially Spanish, Chinese, Korean, Vietnamese (small bilingual pay differential after passing fluency test)
- Other Qualifications: Applicant may use an equivalent combination of education and experience determined to be acceptable by the Head Librarian and President/CEO

## **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
  - Ability to use Microsoft Word and Excel to create reports
  - 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 shelf 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 copy of 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 as soon as possible to the following address: [ctlsoffasst@mclinc.org](mailto:ctlsoffasst@mclinc.org) . Interviews may commence as soon as a suitable pool of applicants apply.
- You may continue to apply through **Friday, May 28, 11:59 pm**, or until the job posting is removed on our website. Please continue to check our website for more information.

***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