



CIRCULATION ASSISTANT (Part-Time)

Upper Merion Township, located in King of Prussia, PA is looking for reliable, customer service oriented, and organized **Circulation Assistant** who will report directly to the Head of Circulation. The successful candidate will provide support and skills in organizing and checking library materials which will contribute to the smooth running of the Library. The **Circulation Assistant** will have proven clerical abilities and interpersonal skills and the ability to establish rapport and excellent communication with patrons and Township staff.

The duties of the **Circulation Assistant** include (but not limited to):

- Properly checks books out of the library.
- Performs circulation desk procedures.
- Circulates, reserves, renews, distributes and maintains all library materials.
- Assists patrons with photocopier/scanner/printers, computers, digital devices, and software applications.
- Provides technical support and assistance to patrons with basic troubleshooting of computers and printers.
- Checks in deliveries of inter-library loan materials.
- Empties book drop.
- Shelf-reading and general stack maintenance.
- Registers patrons and collects fees for damaged items.
- Assists with library programs and displays.
- Responds to in-person and telephone inquiries about library programs and services.
- Answers directional questions and refers patrons to appropriate personnel.
- Works evening and weekend hours, when necessary.
- Performs other duties as assigned.

Position Requirements:

- High school diploma or equivalent required.
- Strong customer service experience.
- Strong computer skills.
- Must be able to work with children and adults in a personable and professional manner.
- Passing Background Check Certifications Including:
 - *Pennsylvania State Police Request for Criminal Records Check.
 - *Department of Public Welfare Child Abuse History Clearance.
 - *Federal Criminal History Record Check (Fingerprint check).

Position Schedule:

- Mondays 1 – 8
- Tuesdays 5 – 8
- Wednesdays 1 – 5
- Fridays 1 - 5
- Every other Saturday 10 - 5

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting: <http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. Applications will be accepted until position is filled.

Equal Opportunity Employer