

**NEWTOWN PUBLIC LIBRARY**  
**LIBRARY ASSISTANT**

**Job Title:** Library Assistant

**Reports to:** Circulation Coordinator

**Classification:** Part-Time; Non-Exempt

**POSITION SUMMARY**

Under the general direction of the Circulation Coordinator, this employee performs varied circulation tasks. Acts as initial contact for Patrons. Performs para-professional library and clerical tasks as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Other duties may be assigned as required to meet library needs.

- Acts as first contact for Patrons
  - Priority response to Patron questions and requests in-person and via telephone.
  - Provide Library Services to Patrons including (but not limited to):
    - Location of library materials
    - Assistance with public computers; including printing and copying requests
    - Database inquiries on public and circulation computers
    - Education of library products and services
    - Complete patron transactions including (but not limited to):
      - Check-outs, renewals, fine collections, hold requests, library card applications and program registrations
- Circulation Duties
  - Check-in and process daily library materials
    - Internal drop-box(es)
    - Transfers from Delaware county libraries
  - Maintain library materials
    - Includes shelving, inventory completion, condition checks, covering and mending, and general appearance
  - Process daily holds, bills, overdue materials and manage overall hold processes
    - May include direct Patron notification
- General
  - Carry out opening and closing procedures.
  - Assist in implementation and application of all library policies.
  - Maintain public information material.
  - Assist in training and supervision of volunteers.
  - Practice safety at all times and report any safety concerns promptly.
  - Complete all scheduled educational and developmental activities.

**EDUCATION AND EXPERIENCE**

High School diploma or equivalent required; some college preferred. Experience in libraries preferred.

**SKILLS AND ABILITIES**

- Demonstrable competence in:
  - Customer service skills
  - Communication skills, both oral and written

- Telephone skills
- Computer skills including typing, internet browsing and familiarity with electronic library formats
- Basic mathematical skills
- Ability to:
  - Efficiently multi-task
  - Maintain effective working relations with others
  - Interpret library resources and services to the public and to the general community

**OTHER REQUIREMENTS**

PA State Child Abuse History and Criminal Record clearances as required by PA state law upon employment as well as the Federal (FBI) Criminal History Report.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees are regularly required to sit and use hands to finger, handle or feel. Employee is frequently required to reach with hands and arms and talk or hear. Employees are required to stand and walk primarily on a level surface periodically throughout the day. Must occasionally lift and/or move up to 25 pounds and climb stairs. Must be able to access both low and high shelves on a regular basis. Specific vision abilities required by the job include close vision and distance vision of all types of material.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. For the most part, the work environment includes ambient room temperatures, lighting and traditional office equipment as found in a typical library environment.

**PAY RANGE**

Salary Grade	Minimum	Midpoint	Maximum
Library Assistant	\$11.50	\$14.09	\$16.68

**PLEASE NOTE:** This job description is not designed to contain all of the activities, duties or responsibilities that are required of the employee. Other duties may be assigned to meet library needs.

**Contact:** Please send a completed Newtown Public Library Employment Application to:  
**Rayna Whitright, Circulation Coordinator**  
 Newtown Public Library, 201 Bishop Hollow Road, Newtown Square, PA 19073  
 or email to [nereference@delcolibraries.org](mailto:nereference@delcolibraries.org)

**Deadline:** Applications will be accepted through 06/30/2021