NEWTOWN PUBLIC LIBRARY
LIBRARY ASSISTANT

Job Title: Library Assistant

Reports to: Circulation Manager

Classification: Part-Time; Non-Exempt

POSITION SUMMARY
Under the general direction of the Circulation Manager, this employee performs varied circulation tasks. Acts as initial contact for patrons for most patron needs. Performs para-professional library and clerical tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required to meet library needs.

- Act as first contact for patrons:
  - Answer patron questions or route patron questions to other personnel as appropriate.
  - Assist patrons with library services such as location of library materials, computer catalog, library databases, public computers, fax and copy machines.
- Educate patrons about library programs and services.
- Carry out basic circulation procedures including, but not limited to:
  - Checking items in and out to patrons
  - Registering new patrons
  - Handling patron transactions such as collecting fines, hold requests, renewals, program registrations, etc.
  - Processing patron notices and bills
  - Tracking down missing items as well as those in-transit for long periods of time
- Process returns and holds from other libraries via the county delivery system.
- Shelve items and maintain order of shelves by shelf reading and edging the shelves as needed.
- Cover books or perform minor book repairs as needed.
- Process mail including newspapers.
- Answer and properly handle or route incoming phone calls.
- Make phone calls as needed for holds, program reminders, etc.
- Assist in implementation and application of library policies.
- Maintain public bulletin boards and information centers according to policy.
- Maintain supply of library handouts (such as library brochures, Delaware County Libraries brochures, etc.) and keep library displays of these items full.
- Carry out opening and closing procedures.
- Work on the Main Desk as scheduled.
- Always practice safety and report any safety concerns promptly.
- Participate in scheduled educational and developmental activities, such as staff in-service days, staff meetings, job related seminars, webinars, workshops and technology training as well as job related committees.

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
  - Basic computer skills
  - Basic mathematical skills
- Ability to:
  - 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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand as needed. May require walking primarily on a level surface periodically throughout the day. Climbing stairs. Reaching above shoulder heights, below the waist or lifting as required to shelve books or other materials throughout the workday. Proper lifting techniques required. May include lifting up to 25 pounds for books and bags/boxes of materials on occasion.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation 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	$15.00	$18.35	$22.44

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

My signature below indicates that I have received a copy of my job description and that I understand the requirements, essential functions and duties of the position.

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Employee Signature Date

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Signature of Employee's Supervisor Date

Revised 03/18/2026