

Murrysville Community Library
4130 Sardis Road
Murrysville, PA 15668

Available Position Title: Library Associate / Content Creator

Employer: Murrysville Community Library (MCL)

Reports to: Coordinator of Circulation Services

Location: Murrysville, PA

Work Environment: The Murrysville Community Library, a suburban library 18 miles east of Pittsburgh, serves a population of 28,000 in Murrysville, Export and Washington Twp. It is a member of Westmoreland County Libraries, an alliance of 26 member libraries serving the residents of Westmoreland County.

Hours: Part-Time (non-exempt) 20 hours-a-week; some weekend and evening hours will be required.

Benefits: The Murrysville Library offers paid vacation and sick leave to its part-time employees.

Job Summary: Under the direction of the Coordinator of Circulation Services, the associate will provide direct customer service to library patrons and will be responsible for a wide range of duties at the circulation desk. As a content creator, the associate will develop marketing materials and social media posts for upcoming library events, programs, and services.

The candidate should possess the following attributes:

- **Willingness to Learn:** general office practices and procedures, library classification systems and automated circulation systems, and the principles of library practice and procedures.
- **Skill in:** database searching and using library automation systems, using Microsoft Word, Outlook, Excel, Publisher, PowerPoint, and troubleshooting computer equipment, printers and copiers.
- **Ability to:** be courteous and tactful with the general public; communicate effectively verbally and in writing, implement policy and procedures, exercise judgement in completing tasks, and maintain confidentiality.
- **Ability to:** work a flexible schedule that includes evenings and rotating Saturdays, lift and move up to 25 pounds, move materials from both higher and lower shelves, provide close attention to detail despite interruptions, set priorities, meet deadlines, and delegate work effectively.

Essential Responsibilities:

- **Circulation Services – Responsibilities include, but are not limited to:**
 - Performing procedures and interpreting policies for the circulation and use of library materials, including borrowing and returns, shelving, and patron registration
 - Assisting patrons in use of library resources and equipment, including troubleshooting
 - Locating resources in the catalog, on shelves, and in resource sharing databases
 - Keeping shelves and public areas tidy and in good order

- Performing opening and closing procedures
- Providing reference services and assessing requests for interlibrary loan
- Conceptualizing and maintaining displays for books and other library materials as needed
- Performing other duties at the direction of the Coordinator of Circulation Services
- **Content Creation:**
 - Creating engaging daily social media posts and maintaining a calendar of content releases
 - Interacting with users and responding to social media messages, inquiries, and comments
 - Staying current with changes in all social media platforms to ensure maximum efficiency
 - Creating marketing flyers for library programs, services, and events
 - Maintaining the monthly email newsletter
 - Producing graphics for general library operations
 - Submitting marketing materials and writing press releases to send to local news sources
- **Staff Support:**
 - Maintaining a neat and safe work area, including maintaining adequate supplies and keeping equipment in good working order
 - Providing staff and volunteer training as needed
 - Providing assistance to other departments as needed
 - Keeping immediate supervisor fully and accurately informed about issues and provide suggestions for new or improved ways of addressing such problems
- **Continuing Education:**
 - Keeping current with trends and technological developments affecting circulation services through professional journals, listservs and networking, and attending professional meetings, conferences and workshops to maintain professional growth and development

Qualifications, Experience, and Training:

- High School diploma or GED required, preferably supplemented by a Bachelor's Degree or equivalent experience in a related field
- Pennsylvania ID required
- Library work and customer service experience preferred
- Visual eye for creativity and photography experience a plus
- Must have form of reliable transportation to and from work

To Apply: Interested candidates should submit a cover letter, resume, and three (3) professional references to Katherine.Neidig@wclibraries.org

Applications will be accepted until April 24, 2025. No paper applications will be accepted.

All library positions require the following criminal background and child abuse clearances:

- **Report of criminal history from the Pennsylvania State Police**
- **Child Abuse History Clearance from the Department of Human Services**
- **Fingerprint ID based on federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI)**