

Murrysville Community Library
4130 Sardis Road
Murrysville PA 15668

Available Position Title: Library Associate

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) 17 hours-a-week; some weekend and evening hours will be required.

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

Job Summary: As a Library Associate, you will be responsible for providing exemplary customer service at the circulation desk, including assisting patrons with reference questions and acquisition of library materials, answering phones, providing direction to volunteers and pages, and helping patrons in the use of library resources and equipment, including troubleshooting.

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, interlibrary loan, 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
- **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 and designated others 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 experience preferred
- 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 August 4, 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)**