

Murrysville Community Library  
4130 Sardis Road  
Murrysville, PA 15668

**Available Position Title:** Library Associate / Adult Programmer

**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) 24 hours-a-week; 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:** Under the direction of the Coordinator of Circulation Services, the Library Associate will provide direct customer service to library patrons and will be responsible for a wide range of duties at the circulation desk. As an Adult Programmer, the associate will serve as the point of contact for all adult programs and provide quality programming for adult patrons.

The candidate should possess the following attributes:

- A. **Willingness to Learn:** general office practices and procedures, library classification systems and automated circulation systems, and the principles of library practice and procedures.
- B. **Willingness to Learn:** general Adult Services practices and procedures, current Adult programming trends, Microsoft office software, and computer and iPad equipment
- C. **Skilled in:** database searching and using library automation systems, using Microsoft Word, Outlook, Excel, Publisher, PowerPoint, and troubleshooting computer equipment, printers and copiers.
- D. **Ability to:** be creative in programming development, be courteous and tactful with the general public, communicate effectively verbally and in writing, establish and maintain working relationships with patrons, employees and the general public, implement policy and procedure, exercise initiative and judgment in completing tasks, and to maintain confidentiality.
- E. **Ability to:** work a flexible schedule that includes Saturdays and evenings as needed, lift and move up to 45 pounds, and to move books and materials from both higher and lower shelves, provide close attention to detail despite interruptions, to set priorities and meet deadlines.

**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
- Conceptualizing and maintaining displays for books and other library materials as needed
- Performing other duties at the direction of the Coordinator of Circulation Services
- **Adult Services:**
  - Develops, presents and/or directs, and evaluates programs for adults
  - Follows and maintains the adult programming budget
  - Establishes and maintains a working relationship with local service organizations and businesses to help promote and support quality library service for adults
  - Work closely with the Social Media Coordinator on marketing for Adult Services
  - Prepare monthly and annual statistic reports as required
- **Staff Support:**
  - Maintaining a neat and safe work area, including maintaining adequate supplies and keeping equipment in good working order
  - 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:**
  - Keep current on trends and technology development affecting circulation services and adult services through professional journals, social media, 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](mailto: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)**