

Murrysville Community Library
4130 Sardis Road
Murrysville PA 15668

The Murrysville Community Library's mission is to inspire ideas, enrich lives, and create lifelong opportunities for learning, literacy and enjoyment.

POSITION: Library-Associate, Circulation Services
Part-time: 17 hours/week

REPORTS TO: Coordinator of Circulation Services

General Summary: Under the direction of the Coordinator of Circulation Services, performs circulation procedures, assists patrons with reference questions and acquisitions of Library materials, and provides direction to volunteers and pages. This is a part-time position with seventeen hours per week. Compensation is \$11.25 per hour, paid sick time, and paid vacation time.

QUALIFICATIONS, EXPERIENCE AND TRAINING: High school diploma or possession of a GED, preferably supplemented by a Bachelor's Degree or equivalent in a related field. Library work experience preferred. Customer service experience preferred. Vaccination for COVID-19 preferred. Pennsylvania ID required. Must have form of reliable transportation to and from work. Must have Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Background Check, and FBI Fingerprint Background Check. The cost for clearances can be refunded upon completion of a ninety-day probationary period and submission of current receipts.

The requirements listed as follows are representative of the knowledge, skills and abilities required to perform this job successfully:

- A. **Knowledge of:** general office practices and procedures, library classification systems and automated circulation systems, Microsoft Office software, computer applications, and the principles of library practice and procedures.
- B. **Skilled in:** database searching and using library automation systems, using Microsoft Word, Outlook, Excel, Publisher, PowerPoint, and troubleshooting computer equipment, printers and copiers.
- C. **Ability to:** be courteous and tactful with the general public, communicate effectively both verbally and in writing, establish and maintain working relationships with patrons, library personnel, and the general public, implement policy and procedures, exercise initiative and judgment in completing tasks, and maintain confidentiality.
- D. **Ability to:** work a flexible schedule that includes evenings and rotating Saturdays, lift and move up to 25 pounds, move books and materials from both higher and lower shelves, provide close attention to detail despite interruptions, and set priorities, meet deadlines and delegate work effectively.

ESSENTIAL RESPONSIBILITIES:

- A. **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, overdue collection and patron registration
 - Assisting patrons in use of library resources and equipment, including troubleshooting
 - Locating resources in catalog, on shelves and in resource sharing databases
 - Keeping shelves and public areas 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
- Assisting with programming as needed
- Performing other duties and responsibilities at the direction of the Coordinator of Circulation Services

B. *Staff Support*

- Maintaining a neat and safe work area, including maintaining adequate supplies
- Keeping equipment in good working order
- Providing staff and volunteer training as needed
- Reviewing policies and procedures and recommending revisions as needed
- Providing assistance to other departments as needed
- Preparing monthly and annual statistic reports as needed
- Keeping immediate supervisor and designated others fully and accurately informed concerning work status, including any present and/or potential work problems and suggestions for new or improved ways of addressing such problems

C. *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.

WORK ENVIRONMENT

The Murrysville Community Library, a suburban library 28 miles east of Pittsburgh, serves a population of 28,000 with a collection of 67,000 items. We have a staff of 6 FTE, 4 PTE, 4 pages, and use over 50 volunteers in a variety of ways.

TO APPLY

Please email cover letter, résumé, and three professional references to Library Director Amy Riegner at Amy.Riegner@wlnonline.org.