

EASTON AREA PUBLIC LIBRARY – MAIN BRANCH
EMPLOYMENT OPPORTUNITY

PART TIME CIRCULATION / INFORMATION

The Easton Area Public Library has an opening for a part-time Circulation / Information Assistant at our Main branch, 515 Church St, Easton.

The position would average **14-15 hours/week** @ \$15/hour with opportunities to pick up additional hours due to staff absences.

(Schedule includes day, evening, and possibly Saturday shifts.)

Duties include:

- Assist in circulation of library materials
- Registration of new patrons.
- Miscellaneous clerical duties
- Various book stack duties
- Analyzing & answering reference questions
- Assist patrons in use of the automated catalog & other library resources such as the internet
- Assist patrons in the selection of reading material through knowledge of the collection & use of readers' advisory resources
- Assist in operational function including shelf reading, filing, and data entry

Qualifications:

Education

- Required four-year college degree or LTA
- Library experience desirable

Skills

- Strong customer service skills
- Ability to communicate effectively orally and in writing
- Good data entry skills and ability to make changes accurately
- Ability to work independently
- Must be able to stand, bend, reach, lift, and push a book truck
- Experience with basic computer functions and programs including Microsoft Office and Google Drive

Qualified candidates may send application and resume to:

David Davis - Coordinator of Adult Services
Betty Renzulli- Head of Circulation
Easton Area Public Library
515 Church Street
Easton, PA 18042

davidd@eastonpl.org
bettyr@eastonpl.org

Application available at: eastonpl.org/employment-at-eapl/