

**Beaver County Library System seeks an
Administrative Clerk II, Community Outreach Assistant**

Nature of Work:

This is a full-time position with benefits which performs a variety of public services necessary for the efficient operation of library branch and outreach activities.

Essential Functions:

Performs circulation desk functions using automated library system, including checking in and out materials, processing holds, issuing cards, collecting fines and fees, etc.

Assists in planning and implementing special outreach programs, events, and activities.

Provides readers' advisory services to library branch and outreach customers at various locations throughout the county.

Assists in completing reports and statistics relevant to library branch and outreach operations using word processing and database software.

Processes and shelves materials

Processes Interlibrary Loan requests.

Attends meetings, workshops, and other trainings.

Performs other assigned duties necessary for the efficient operation of library branch and outreach services.

Drives vehicle to outreach locations.

Qualifications:

Two year Associate Degree preferred; Computer skills required, experience in Microsoft Office. Knowledge of library procedures highly desirable. Good interpersonal skills. Must be willing to work a flexible schedule including evenings and Saturdays if needed. Physically capable of loading and lifting.

Valid PA driver's license required.

PA Child Abuse Clearance, PA Criminal Record Check and FBI Criminal Background check required.

**Apply with cover letter and resume to:
Heather Metheny, Extension Services Manager
hmetheny@beaverlibraries.org**

Chippewa Branch Library, 2811 Darlington Rd., Beaver Falls, PA 15010