

LIBRARY ASSISTANT

The Beaver County Library System seeks a part-time library assistant.

Nature of work:

- Provide library services to all ages
- Assist patrons with use of library materials, resources & services

Essential Functions:

- Perform circulation desk functions using automated library system
- Assist with planning, preparing, & promoting programs
- Assist in maintaining library collection
- Conduct community outreach programs/events as needed
- Assist Branch Manager with special projects
- Clerical & other duties necessary for the efficient operation of the library

The position is **14-16 hours per week** including evenings & Saturdays at both the Center Express Library Outlet and Chippewa Branch Library locations.

Salary based on education and experience.

Qualifications:

- Associate or bachelor's degree preferred
- Computer skills required including data entry and Microsoft Office
- Ability to interact daily with library patrons
- Good interpersonal skills
- Knowledge of library procedures highly desirable
- Valid PA driver's license required
- PA Child Abuse Clearance, PA Criminal Record Check and FBI Criminal Background check required

Contact Heather Metheny, Extension Services Manager
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