



PART-TIME LIBRARY CLERK NEEDED

Boone Area Library seeks an enthusiastic, friendly, and punctual individual to fulfill the duties of part-time library clerk, under the supervision of the Library Director. This position includes working independently at the circulation desk, opening and closing the library as needed, and assisting patrons with locating items in the library. In addition, this individual will assist patrons with basic computer questions, have a working knowledge of the Dewey Decimal System and sort materials in alphabetical order, as well as other duties as assigned by the Library Director.

The ideal candidate for this position works well in a team-oriented environment, enjoys working with people of all ages, possesses excellent oral and written communication skills, strong customer service skills, and is proficient in all Microsoft applications.

The position is approximately three nights a week; Monday, Tuesday and Thursday 5:00 PM – 8:00 PM and every other Saturday 9:00 PM – 4:00 PM and extra hours as assigned by the Library Director. State child abuse, criminal and FBI fingerprint clearances are required. Salary is negotiable based upon experience. Applications will be accepted until the position is filled.

Please deliver or send your resume and three professional references to:

**Boone Area Library
Attn: Emma Spade, Interim Director
129 N. Mill Street
Birdsboro, PA 19508**

**Or
EMAIL to:
boone@berks.lib.pa.us**

The Boone Area Library is an Equal Opportunity Employer.