

The Boyertown Community Library

Now Hiring a Library Clerk

The Boyertown Community Library is seeking an energetic, friendly, creative individual to add to our library staff.

Position includes:

- Customer service & interaction at the circulation desk
- Shelving library materials & shelf maintenance
- Helping patrons with computer use
- A variety of other duties related to the organization and retrieval of library materials
- Be willing to work with children and youth as needed
- Working under direct supervision & performing other duties as assigned
- Work that typically requires physical effort in the handling of materials, boxes, or equipment up to 30 pounds. Work may also require sitting or standing for extended periods of time as well as reaching, bending, kneeling, and using a stepladder
- 12 hours one week and 15 hours the next on the following schedule:
 - Week One: Monday 5-8, Thursday 1-5, Saturday 11-4
 - Week Two: Monday 5-8, Thursday 1-4, Friday 11-4, Saturday 12-4
 - Flexibility to fill in when needed
 - Hours are subject to change and will increase to 20 hours/week when we move to new location.

Qualifications:

- High school diploma required
- Child Abuse History Clearance and PA State Police Criminal Record Check, FBI Criminal Background Check (<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>)
- Ability to start **May 15, 2017**

Desired Skills:

- Excellent customer service skills
- Working knowledge of the Dewey Decimal System
- Ability to sort materials in alphabetical & numerical order
- General internet & email skills, and basic computer knowledge
- Ability to work well with the public – patience and pleasant disposition
- Ability to lift up to 30 lbs

Starting wage is \$8.00/hour

Deadline to apply: **April 30, 2017**

If interested, please submit cover letter, résumé, and three professional references to:

**Susan Lopez, Director
Boyertown Community Library
29 E Philadelphia Avenue
Boyertown, PA 19512
boyertowncl@berks.lib.pa.us**