

SINKING SPRING PUBLIC LIBRARY
Part-time Library Assistant/Passport Acceptance Agent

A part-time library assistant is needed for 15-20 hours a week, primarily Tuesday and Thursday evenings, some Fridays and at least 2 Saturdays a month. There will be a need for flexibility to fill in for vacation, sick days and weekends as needed. Duties include working at the Circulation Desk, shelving, assisting patrons with computers and other duties as assigned. This position will also be required to be trained to become a U.S. passport acceptance agent.

We are looking for an enthusiastic and friendly individual with a strong commitment to providing excellent customer service. The ideal candidate must work well individually and as part of a team. The applicant must possess above average computer skills including a familiarity with Microsoft Word, Excel and general Internet usage. Proficiency with photocopiers, scanners and fax machines is also required. In addition, effective communication skills and the ability to work well with the public are a must.

Primary responsibilities: check in/out of library materials, assist patrons in person and over the phone, opening and closing the library as needed, shelving of materials, all aspects of processing U.S. passports as well as other duties as assigned by the Director.

Work typically requires physical effort in the handling of materials, boxes, or equipment. Work may also require sitting or standing for extended periods of time as well as reaching, bending, kneeling, and using a stepladder.

High school diploma or equivalency is required; some college education is preferred and library experience is desired.

Applicants must have the following three clearances prior to their start date: PA Child Abuse Clearance, PA Criminal Record Check and FBI Criminal Background Check.

The position pays \$9.00/hr. plus bonus pay per each passport processed.

Send cover letter and resume and three current references to the following regular mail or e-mail address:

John Nelka, Library Director
Sinking Spring Public Library
3940 Penn Avenue
Sinking Spring, PA 19608
610-678-4311
sspl@berks.lib.pa.us

The Sinking Spring Public Library is an Equal Opportunity Employer.