



CIRCULATION ASSISTANT (Part-Time) **8-12 hours weekly**

Upper Merion Township, located in King of Prussia, PA is looking for two part-time, energetic, organized **Circulation Assistants** who will report directly to the Head of Circulation. The successful candidates will provide support and skills in organizing and checking library materials which will contribute to the smooth running of the Library. The **Circulation Assistants** will have proven clerical abilities and interpersonal skills and the ability to establish rapport and excellent communication with patrons and Township staff.

The duties of the **Circulation Assistant** include (but not limited to):

- Properly checks books out of the library.
- Performs circulation desk procedures.
- Circulates, reserves, renews, distributes and maintains all library materials.
- Checks in deliveries of interlibrary loan materials.
- Empties book drop.
- Shelf-reading and general stack maintenance.
- Participate in collection inventories.
- Registers patrons and collects fines and fees for overdue and damaged items.
- Assists with library programs and displays.
- Responds to in-person and telephone inquiries about library programs and services.
- Answers directional questions and refers patrons to appropriate personnel.
- Works evening and weekend hours, when necessary.
- Performs other duties as assigned.

Position Requirements:

- High school diploma or equivalent required.
- Strong customer service experience.
- Strong computer skills.
- Must be able to work with children and adults in a personable and professional manner.
- Pennsylvania State Police Request for Criminal Records Check.
- Department of Public Welfare Child Abuse History Clearance.
- Federal Criminal History Record Information.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/index.aspx?nid=909> and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. **Applications will be accepted until positions are filled.**

Equal Opportunity Employer