



JOINT REFERENCE ASSISTANT (PART-TIME)

Upper Merion Township, located in King of Prussia, PA, is looking for a reliable, resourceful and energetic **Joint Assistant**. Under the general supervision of the Head of Reference and Head of Children's Services, the **Joint Reference Assistant** will assist library users in both the adult and children's department with questions regarding library services, programs, and finding items in the collection, as well as assist librarians with other tasks as needed.

The Essential Job Duties of the **Joint Reference Assistant** include, but are not limited to:

- Receives all incoming phone calls to the library, resolves issues or forwards to appropriate staff.
- Assists patrons with photocopier/scanner/printers, computers, digital devices, and software applications.
- Provides technical support and assistance to patrons with basic troubleshooting of computers and printers.
- Performs reader's advisor services by recommending titles and authors to patrons in a variety of genres and formats.
- Monitor study room usage and reservation requests.
- Navigate and promote online resources to assist patrons.
- Assist with the development, maintenance, and de-selection of resources.
- Shelf-reading and general stack maintenance.
- Assists with library displays.
- Answers directional questions and refers patrons to appropriate personnel.
- Learns the basics of circulation to step in as needed.
- Works evening hours as necessary
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Good organizational skills and attention to detail.
- Strong oral and written communication skills.
- Interest in reading and knowledge of books
- Working knowledge of library principles, organization, and procedures.
- Willingness to learn and master library software.
- Familiarity with Microsoft Office and Google products.
- Ability to establish and maintain friendly and effective working relationships with staff and patrons.

Physical Characteristics:

- Possess good visual acuity (near and mid-vision continuously; and field of vision occasionally).
- Walk, sit, reach at waist level, handle and reach materials comfortably, bend, lift and carry items weighing up to 25 lbs.; climb and balance on a 14-inch footstool.

Minimum Education, Training, and Experience Required:

- College degree required.
- Strong customer service skills.
- Excellent computer skills.

Position Requirements:

- Has current: PA Child Abuse; PA Criminal; and FBI clearances or ability to obtain clearances.
- Completion of pre-employment drug test screening.

Hours Needed:

20 Hours/week; schedule must include Thursday from 10am-5pm, some nights possible

How to Apply:

For immediate consideration, applicants should complete an employment application by visiting:

<http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org.

Equal Opportunity Employer