

Join the Manheim Community Library team as we work together to provide excellent service to our community!

**Library Assistant duties include:**

Working at the library circulation desk checking items in and out, collecting payments, placing holds, and issuing library cards. Also shelving library materials and dealing with the public in a courteous, friendly, and informative manner both in person and on the telephone; and exercising judgment in interpreting library policies and procedures to the public.

**Qualifications/Requirements:**

- Must enjoy working with people of all ages and from diverse backgrounds
- High school graduate; some college preferred
- Customer service experience required
- Ability to work with library customers and staff in a friendly, efficient manner
- Excellent oral and written communication skills
- Knowledge of and experience using public library technology and the Internet
- Ability to perform routine clerical and record-keeping tasks repetitively and efficiently
- Ability to learn and use the computerized library catalog system
- Accurate keyboarding and computer skills, including Microsoft Office
- Ability to maintain reliable attendance and regular schedule
- Flexibility to adapt to changing situations and to vary work schedule
- Physical ability to regularly lift library materials weighing up to 40 pounds, to push fully loaded carts of library materials, and to bend and reach shelves
- Strong commitment to public service and the Manheim community
- Patience and a sense of humor a must!
- Willingness to comply with and enforce safety guidelines as directed
- Satisfactory Pennsylvania Criminal Background Check, Pennsylvania Child Abuse History Clearance, and FBI Fingerprinting

**Hours:**

Part-time position, approximately 10-15 hours per week, including days, evenings, and an occasional Saturday. Schedule subject to change as deemed necessary to meet library operating needs.

**To apply:**

Please email a cover letter and resume to [ablack@manheimlibrary.org](mailto:ablack@manheimlibrary.org).