



500 E. High Street, Pottstown, PA 19464

Job Title:	Library Assistant – Circulation	Job Category:	Hourly/Non-Exempt
Department/Group:	Circulation	Hours Per Week	20 to 29 Hour per week
Location:	PRPL Main Floor	Travel Required:	Rarely
Level/Salary Range:	\$12 - \$15 per hour	Position Type:	Part-Time
HR Contact:	Executive Director	Date Posted:	
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	
External Posting URL:	External Posting URL		
Internal Posting URL:	Internal Posting URL		

Applications Accepted By:

EMAIL:

PottstownLibrary@mclinc.org
 Subject Line: Library Assistant – Circulation Application

MAIL:

Mindy Lee M. Lipsky
 Pottstown Regional Public Library
 500 E. High St.
 Pottstown, PA 19464

Job Description

ROLE AND RESPONSIBILITIES

POSITION SUMMARY:

Serving our community is the heart of our library. This position is part of a team which provides prompt and friendly service to customers of all ages at the Circulation Desk, assisting them with a variety of tasks relating to their use of library services. In this fast-paced environment, you will be required to help the team maintain the cleanliness of the library, assist with all library services, as well as handle the constant flow of items returned to the library. Tasks include but are not limited to providing reader advisory, reference assistance, basic computer assistance, assisting customers with registering for library cards, answering questions about library accounts, and solving problems for library customers in a friendly and efficient manner. Schedule includes morning and/or evenings and minimum of 2 Saturday shifts per month. **This position will also be required to be a passport agent. Please see Passport Agent (Add-On) Description for more details.**

SUPERVISION:

- Works under the immediate supervision of the Head of Circulation, AM Circulation Supervisor/PM Circulation Supervisor of Pottstown Regional Public Library

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Preferred 2 years’ experience in a library setting or 2 years undergraduate education, preferably in library science
- Associates Degree minimum preferred. High School Diploma or GED will be considered
- Possess a proactive public service philosophy and passion for our community
- Ability to communicate effectively

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- Ability to perform duties in a fast-paced environment
- Ability to interact with and assist the public in a friendly and responsive manner
- Ability to work without direct supervision.
- Ability to learn and use the computerized circulation system – Polaris experience preferred
- Must always display professional conduct and appearance when performing duties.
- Must be willing to take on new challenges and responsibilities, and to be open to change and variety within the workplace.
- Ability to maintain reliable attendance and regular schedule.
- Must be flexible in work scheduling including mornings, evenings, and Saturdays, although we do our best to give ample notice of schedule or changes.
- Familiarity with MS office products (Word, Excel, Publisher, PowerPoint, Outlook)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Customer Service – Provides prompt, attentive, and friendly customer service in person, by phone or electronically. Accepts personal accountability and ownership in providing excellent customer service, meets commitments and is willing to go out of their way to assist patrons.
- Gently explain and enforce library policies and procedures to patrons in a manner that ensures positive customer relations.
- Able to use a Square™ Cash Register System correctly and efficiently
- Collection Management – Properly shelf materials using the Dewey decimal system numerically with decimal numbers for nonfiction and alphabetically by author and then title for fiction. Maintain the orderly and neat condition of shelves and displays. You may be asked to assist in collection development, weeding, withdrawing, repairing, and replacing lost or damaged materials.
- Issue patron's library cards – paying close attention to details and accuracy
- Answers questions regarding patron accounts, collects library fees from patrons
- Answers telephone for the main circulation desk
- Checks in and inspect library books and materials, following damaged material protocols
- Promotes library programs with patrons
- Answers directional and procedural questions
- Assist patrons with computer usage and printing of documents.
- Performs **daily** cleaning and maintenance duties, including, tidying, disinfection, and trash removal for the main circulation dept.
- Participates in promoting Library Fundraising events to patrons
- Attends a minimum of 2 community events per year
- Performs other recurring tasks as assigned by Head of Circulation or Executive Director

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PREFERRED SKILLS

PHYSICAL DEMANDS – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to handle, lift, move, shift library materials weighing up to 75 lbs.
- Ability to maneuver and to wheel books carts weighing up to 125 lbs.
- Must be able to stand for up to 4 hours during a shift
- Must be able to repetitively perform fine motor manipulations like typing, writing, cutting, etc.

ADDITIONAL NOTES

CLEARANCES REQUIRED: All library positions require the following,

- Report of criminal history from the PA State Police
- Child Abuse History Clearance from the PA Department of Human Services
- Fingerprint based federal criminal history submitted through the FBI.

You are required to have a copy of clearances for your personnel file. You will not be reimbursed for the out-of-pocket cost of these clearances.

Last Updated By:	M Lipsky	Date/Time:	7-14-2023
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Disclaimer: The information in this job summary is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. You may be required to perform other duties and responsibilities as assigned.

PASSPORT AGENT (ADD-ON) DESCRIPTION

Job Title:	Passport Agent (Add-On)	Job Category:	Add-On to Hourly/Non-Exempt Position
Department/Group:	Passport Acceptance Agency	Hours per week:	During regular shifts
Location:	Passport Office	Travel Required:	None
Level/Salary Range:	Adds 25¢ to \$1.00 to hourly rate	Position Type:	Add-On duties to Full-time or Part-time position
HR Contact:	Executive Director	Date Posted:	Varies
Will Train Applicant(s):	Must successfully complete US Passport Agent Training and Certification	Posting Expires:	Does Not Expire
External Posting URL:	N/A		
Internal Posting URL:	N/A		
Applications Accepted By:			
You will be asked to complete the training and go through an observation period.		Once you are able to perform passport duties, the additional rate will be added to your wage.	



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Job Description

ROLE AND RESPONSIBILITIES

- Legally qualify to become a certified passport acceptance agent
- Are at least 18 years of age
- Are U.S. citizens or U.S. nationals
- Are permanent full-time or part-time employees (not temporary, contractual, ad hoc, or volunteer)
- Are not on parole or probation related to any federal, state, or local felony or misdemeanor related to breach of trust or moral turpitude (i.e. embezzlement, document fraud, drug offense, or dishonesty carrying out a responsibility involving public trust)
- Are not presently under indictment for any federal, state, or local felony or misdemeanor related to breach of trust or moral turpitude
- Are free of any federal, state, or local felony convictions or misdemeanor convictions related to breach of trust or moral turpitude
- Successfully complete required training
- Successfully complete observation period
- Once certified, you will be required to complete passport appointments, answer phone calls and in person questions.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must hold a Part-Time or Full-Time Position at Pottstown Regional Public Library

PREFERRED SKILLS

- Attention to detail
- Excellent Customer Service Skills
- Communication Skills

SUPERVISION:

- Works under the immediate supervision of the Head Passport Agent of Pottstown Regional Public Library

ADDITIONAL NOTES

CLEARANCES REQUIRED: All library positions require the following,

- Report of criminal history from the PA State Police
- Child Abuse History Clearance from the PA Department of Human Services
- Fingerprint based federal criminal history submitted through the FBI.

You are required to have a copy of clearances for your personnel file. You will not be reimbursed for the out-of-pocket cost of these clearances.

Last Updated By:	M Lipsky	Date/Time:	7-21-22
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