

LIBRARY ASSISTANT

The Beaver County Library System seeks a part-time library assistant.

Nature of work:

- Provide library services to all ages
- Plan and implement programs (e.g. story times, family nights) that promote library use

Essential Functions:

- Plan, prepare, promote and implement library programs
- Assist patrons with the use of library materials, resources and services
- Perform circulation desk functions using automated library system
- Assist with organizing and preparing library materials
- Assist in maintaining library collection
- Assist Branch Manager with special projects
- Represent Beaver County Library System at outreach events
- Performs clerical duties and other duties as necessary for the efficient operation of the library

The position is **14-16 hours per week** including evenings & Saturdays at both the Center Express Library Outlet and Chippewa Branch Library locations.

Salary based on education and experience: approx. \$9.00 - \$12.00 / hour

Qualifications:

- Associate Degree or Bachelor's Degree preferred
- Experience working with children and families preferred
- Computer skills required including data entry and Microsoft Word
- Good interpersonal skills
- Knowledge of library procedures highly desirable
- Valid PA driver's license required
- PA Child Abuse Clearance, PA Criminal Record Check and FBI Criminal Background check required

Send resume to Heather Metheny, Extension Services Manager
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