



TOWNSHIP OF WARMINSTER

Warminster Township Free Library

BOARD OF SUPERVISORS

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Gregg Schuster
Township Manager

Part Time Library Aide (Page) Position- PLEASE POST

- POSITION:** Library Aide (2 positions available)
- AVAILABLE:** February 2020
- MAJOR DUTIES:** Shelve library materials, shelf read, keep all materials and library areas neat, clean, and orderly. Retrieve materials for patron requests. Related duties as assigned.
- QUALIFICATIONS:** Successfully pass a pre-employment Dewey Decimal and alpha-numeric sequencing test; obtain an Employment Certificate or transferable work permit if required. Possess a Social Security card.
- SKILLS NEEDED:** Excellent reading and comprehension; Accuracy and attention to detail; Responsible and conscientious; Good listening and verbal communications; Tact, courtesy, and friendliness; Flexibility, positive attitude, and teamwork. Timeliness. Computer skills preferred.
- PHYSICAL ABILITIES:** Good stamina; ability to stand on feet and for entire shift. Ability to easily kneel, bend, stoop and reach repeatedly. Lift and move library materials weighing up to 25 lbs.; wheel book carts of up to 125 lbs.
- HOURS:** Part-time, afternoon and weekend shifts (4-6 hours/week)
- SUPERVISOR:** Library Director
- COMPENSATION:** \$9.50 per hour
- APPLY-HOW/WHEN:** Email resume and letter of interest to reedt@buckslib.org
- LOCATION:** Warminster Township Free Library - EOE
1076 Emma Lane
Warminster, PA 18974
267-317-1335