



TOWNSHIP OF WARMINSTER

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Part Time Circulation Clerk Position- PLEASE POST

- POSITION:** Part-time Circulation Clerk
- AVAILABLE:** March 2020
- MAJOR DUTIES:** Check in, check out and renewal of library materials; collecting fines and fees; registering and renewing library users; answers directional and circulation-related questions in person and over the phone
- QUALIFICATIONS:** Possess a Social Security card; High school diploma or equivalent; obtain an Employment Certificate or transferable work permit if required. Public library experience preferred.
- SKILLS NEEDED:** General computer literacy and internet proficiency; ability to use library software; Excellent reading and comprehension; Excellent customer service skills; Accuracy and attention to detail; Responsible and conscientious; Good listening and verbal communications; Flexibility, positive attitude, and teamwork. Timeliness.
- PHYSICAL ABILITIES:** Good stamina; ability to stand on feet and for entire shift. Operate computer keyboards, PC mouse, laser scanners, PCs, and office equipment. Ability to easily kneel, bend, stoop and reach repeatedly. Lift and move library materials weighing up to 25 lbs.; move/push book carts of up to 125 lbs.
- HOURS:** Part-time, weekend, afternoon and evening shifts, approximately 15 hours/week
- SUPERVISOR:** Library Director
- COMPENSATION:** \$14.85 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