

November 2021

1 PART TIME POSITION AVAILABLE

TOWNSHIP LIBRARY OF LOWER SOUTHAMPTON
1983 Bridgetown Pike, Feasterville, PA 19053
215-355-1183

POSITION: Shelver

AVAILABLE: JANUARY 2022

MINIMUM REQUIREMENTS

- High School Diploma or equivalent preferred. Will consider an employment certificate or transferable work permit.
- Familiarity with public libraries is a plus.
- Successfully pass a pre-employment Dewey Decimal and alpha-numeric sequencing test
- Must provide or obtain at own expense the PA Child Abuse History Clearance, the PA State Police Criminal Record Check, and the FBI fingerprint background check before starting.

SCHEDULE: Part-Time; Monday through Thursday (12 hours/week)

COMPENSATION: \$9.50 per hour

SKILLS NEEDED: Excellent reading and comprehension; high accuracy and attention to detail; tact, courtesy, and friendliness. Basic computer skills.

MAJOR TASKS: Maintain the order of collections throughout the library by shelving, shelf-reading, inspecting, sorting, and searching for materials, and assists with the general upkeep of the library.

PHYSICAL REQUIREMENTS: Good Stamina. Able to perform work requiring the exertion of up to 25 lbs of force to lift and move objects, as well as pushing carts holding 125 lbs. The work requires walking, standing, kneeling, crouching, crawling, and reaching. Visual acuity is required.

Applicants can submit an application by:

1. Print out the application and mail to: Township Library of Lower Southampton, Attn: Bookkeeper/Administrative Assistant, 1983 Bridgetown Pike, Feasterville, PA 19053.
2. Scan and email to murrayk@buckslib.org
3. Come to the Township Library of Lower Southampton to pick up an application, complete and submit it in person.

Applications can be found here: [Township Library of Lower Southampton Application](#)

Applications will be accepted until filled.