



May 11, 2023

**PART-TIME CLERICAL POSITION AVAILABLE**

Are you interested in being involved in your community? The Village Library of Wrightstown is a small, but mighty community hub in Bucks County, PA. Nestled among beautiful farms and quaint towns, this idyllic library is a charming place to work. As part of a small staff, the person hired for this role would be involved with many functions of the library and must enjoy working with the public.

**LOCATION:** *Village Library of Wrightstown* 727 Penns Park Rd. Wrightstown, PA 18940

**POSITION:** Circulation Desk Clerk (part-time /7-15 hours per week)

**AVAILABLE:** Immediately (training to be provided)

**MAJOR DUTIES:** Provide friendly circulation services to the public which may include:

- Check in and check out library materials, using our integrated library system (ILS).
- Register new borrowers and renew existing library cards.
- Monitor the staff computer during circulation procedures and take appropriate action.
- Monitor the activities of the circulation desk at all times.
- Supervise circulation desk volunteers.
- Pack, unpack, and sort van deliveries (Mon & Wed mornings).
- Collect money for fines, used book sales and donations.
- Assist patrons with copier/printer and basic public computer use.
- Answer the telephone and take appropriate messages when necessary.

**OTHER DUTIES:** Help to keep library in good order, for example: properly shelving returned materials.

**MINIMUM QUALIFICATIONS:** High School Diploma or equivalent, and some experience working with the public.

**SKILLS NEEDED:** Tact, courtesy, friendliness, accuracy, and attention to details. Ability to multi-task under pressure. Responsible and possessing good listening and verbal

communications. Ability to read, write, and perform basic mathematics. Knowledge of basic computer skills. Ability to work independently. Knowledge of books & authors, as well as a basic understanding of the Dewey decimal system helpful.

**PHYSICAL ABILITIES:** Ability to stand on feet and walk throughout the work shift. Easily operate computer keyboards, PC mouse, scanner, printer and PCs. Ability to kneel, bend, stoop, and reach repeatedly. Lift and move library materials weighing up to 25 lbs.

**SUPERVISOR:** Library Director: Rebecca Robins Hone

**WORK HOURS AVAILABLE:** Mon & Wed 9:00-1:00, Sat 10-1, Sun 1-5...Up to 15 hours per week, including weekends.  
***\*Flexibility highly desirable because employee may be asked to help cover shifts for staff vacations or illness.***

**COMPENSATION:** Minimum of \$14.50 per hour

**CLEARANCES REQUIRED:** PA Access to Criminal History, PA Child Abuse History Clearance, FBI Fingerprinting, and Mandated Reporter Training (Library will provide guidance with these requirements)

**APPLY:** In writing with full, current resume and contact information for 3 references to Rebecca Hone, Library Director at the above address or email to [honer@buckslib.org](mailto:honer@buckslib.org).