



**THE WESTERN ALLEGHENY COMMUNITY LIBRARY IS IN SEARCH OF A CIRCULATION CLERK. THE IDEAL CANDIDATE IS FRIENDLY AND CHARISMATIC, CREATIVE AND GOOD WITH TIME MANAGEMENT SKILLS. NO PRIOR LIBRARY EXPERIENCE IS REQUIRED. IF YOU HAVE A DESIRE TO LEARN, WE CAN TRAIN YOU.**

**JOB DUTIES INCLUDED:**

- PERFORMS DAY TO DAY OPERATIONS OF THE CIRCULATION DESK, INCLUDING BUT NOT LIMITED TO CHECKING IN AND OUT OF MATERIALS, COLLECTING FINES, LOCATING AND PROCESSING MATERIALS FOR DELIVERY, AND MAINTAINING RECORDS.
- ANSWERS REFERENCE QUESTIONS, ADDRESSES INQUIRIES ABOUT LIBRARY PROGRAMMING AND REGISTERS PATRONS FOR EVENTS, ASSISTS PATRONS WITH BASIC TECHNOLOGY PROBLEMS AND USING THE PUBLIC COPIER/SCANNER AND FAX MACHINE.
- PROVIDES THE HIGHEST LEVEL OF CUSTOMER SERVICE.

**WORKING WITH US:**

OUR LIBRARY OFFERS A UNIQUE WORK ENVIRONMENT THAT IS INNOVATIVE, OPEN AND COLLABORATIVE. WE STRIVE TO CREATE THE BEST POSSIBLE EXPERIENCE FOR EVERYONE VISITING THE LIBRARY AS WELL AS OUR EMPLOYEES. WE ARE A FAMILY-FRIENDLY WORKPLACE THAT PRIORITIZES A GOOD WORK-LIFE BALANCE. WE OFFER PAID TIME OFF FOR VACATION AND SICK LEAVE AS WELL AS PAID HOLIDAYS.

WESTERN ALLEGHENY COMMUNITY LIBRARY IS COMMITTED TO CREATING A DIVERSE ENVIRONMENT AND IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, GENDER IDENTITY OR EXPRESSION, SEXUAL ORIENTATION, NATIONAL ORIGIN, GENETICS, DISABILITY, AGE, OR VETERAN STATUS.

**JOB REQUIREMENTS:**

- PA STATE POLICE CRIMINAL RECORD CHECK, PA CHILD ABUSE HISTORY CLEARANCE, AND FBI FINGERPRINTS ARE REQUIRED TO BEGIN WORK.
- A HIGH SCHOOL DIPLOMA OR GED.
- FLEXIBILITY IN SCHEDULING; THIS POSITION REQUIRES EVENINGS AND WEEKENDS.
- STRONG INTERPERSONAL SKILLS.

**JOB TYPE: PART-TIME, 15 HOURS/WEEK, \$9.00/HR**

**INTERESTED CANDIDATES SHOULD SEND RESUME TO NORENE RUGGIERO AT RUGGIERON@EINETWORK.NET**