



## **Library Assistant I**

### **Marple Public Library**

Marple Public Library is seeking a Library Assistant I to perform a variety of circulation duties under the direction of the Head of Circulation. The position is part-time, 16 hours per week, including nights and weekends.

Applicants should have excellent customer service skills and enjoy working with the public.

Duties include checking library items in and out, assisting patrons with locating library materials, directing telephone calls, providing general information to patrons, shelving books, and referring patrons requiring professional assistance to the librarian on duty.

Applicants must have a High School Diploma or GED, and general word processing skills. Applicants must also have a Child Abuse History Clearance, Criminal Record Check and FBI Clearances upon hiring.

To apply, email a cover letter, resume and list of three professional references by July 13, 2018 to:

LaTanya Burno, Director  
[madirector@delcolibraries.org](mailto:madirector@delcolibraries.org)