



## **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, 19 hours per week, including some evenings and weekends.

Applicants should have excellent interpersonal 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.

Hourly rate is \$13.00

Applicants must have a High School Diploma or GED, and general word processing skills. Upon hiring, applicants must have completed a PA Child Abuse History Report, PA Criminal Records check, and FBI background check.

To apply, email a cover letter, resume and list of three professional references by July 30, 2021 to:

Jennifer Kuhns, Head of Circulation  
[macirculation@delcolibraries.org](mailto:macirculation@delcolibraries.org)