

We're Hiring!



Marple Public Library is seeking a Library Assistant to perform a variety of circulation duties under the direction of the Head of Circulation. The position is part-time, up to 15 hours per week, with some Saturdays required. The hourly rate is \$15.

Applicants should have excellent interpersonal and customer service skills, organizational skills, and should enjoy working with the public. This position is an initial point of contact with the community. This job requires bending, reaching, lifting up to 25 pounds, and standing for extended periods of time.

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

Applicants must have a High School diploma or GED, general word processing skills, and proficient computer skills. Library experience is preferred but not required. Applicants must also have a Child Abuse History Clearance, Criminal Record Check and FBI Clearances upon hiring.

To apply, please provide a letter of interest and resume to: LaTanya Burno at madirector@delcolibraries.org

Review of applications will begin immediately and will continue until the position is filled.