



Part-Time Public Services Librarian

Marple Library is seeking a part-time Public Services Librarian. This position works under the direction of the Library Director and policies established by the Board of Library Directors to provide reference support and programs for adults. This position is part-time up to 19 hours per week, including evening and weekend shifts as needed.

Qualifications

- Minimum of three years' related library experience preferred.
- Basic knowledge of the functions and resources of the reference department.
- Knowledge of specific departmental operations and activities as appropriate.
- Comprehensive experience with computers and other technology, as well as the ability to assist patrons.
- Must exhibit a professional attitude and be customer service oriented.
- Excellent organizational skills.
- Attention to detail.
- Knowledge of Microsoft Office applications.

Responsibilities

- Provides reference services and reader's advisory for all library patrons.
- Conducts programs for adults.
- Works with the Children's Department to provide multi-age programs.
- Assists library patrons in using library equipment and devices, such as computers copiers, Kindles and Rokus, and various library-related apps.
- Helps library patrons in ordering materials through interlibrary loan.
- Locates and prepares requested library items for patron pick up and van delivery.
- Maintains current knowledge of field through attendance at conferences, seminars and literature reviews.
- Performs other related duties as required.

Independent Action

Ability to initiate activities independently and to work with a minimum of supervision.

Educational Requirements

Duties require the completion of an accredited Master of Science degree in Library Science.

Additional Requirements

- Federal Criminal History Record Information
- Pennsylvania State Police Request for Criminal Records Check
- Pennsylvania Department of Human Services Child Abuse History Clearance

- This position requires superior customer service skills, able to contribute to a positive work environment, and the flexibility to learn new technology as needed. Cooperation as a team member in performing duties is essential.

Compensation

\$22.00/hour

To Apply

Please submit a letter of intent, resume, and the name, title, and contact information of three professional references to the attention of LaTanya Burno at madirector@delcolibraries.org.

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