

BUTLER AREA PUBLIC *Library*

information education possibilities

Join our shelf as a circulation clerk! The Butler Area Public Library is seeking an excellent communicator, customer oriented, fun loving reader to join our team as a part-time circulation clerk. The ideal candidate is someone who could use a steady source of extra income, enjoys interacting with community members, and prefers to work evenings.

Under the general direction of the Executive Director, and the Assistant Director, the circulation clerk performs varied library services in the circulation of books, materials, and related collection items. Performs clerical work, assists patrons in using library services and facilities, and contributes to the completion of special projects. This is a part time position. Hours to be determined by the Executive Director.

Qualifications:

- Applicants must have a minimum of a high school diploma or GED
- Excellent interpersonal and customer service skills that display a positive attitude, cultural sensitivity, a sense of humor, and the ability to interface with people of all backgrounds and age groups.
- Comfortable and proficient using technology including experience with PC's, Internet, and Microsoft Office and mobile devices.
- Knowledge of popular books, pop culture and current events.
- Ability to alphabetize and arrange items numerically.
- Ability to prioritize tasks, take direction and work independently or in a team environment.

Schedule

- Monday – Thursday 4:00pm-8:00pm
- Every other Saturday – 8am-4pm

Beginning Salary: \$13 /hour. Paid vacation, sick days, paid holidays.

The selected candidate will be required to obtain PA Child Abuse/FBI Clearances and successfully pass a criminal background check.

Please submit your resume and cover letter to apply001@bcfls.org by October 11 2023, Anticipated start date is October 30, 2023.