**Job Title**: Circulation Assistant

**Summary of Position:** The position of Circulation Assistant will help with daily tasks surrounding circulation. Candidates should be customer-focused with attention to detail. Enthusiasm with our patrons is a must as we are a close-knit community oriented library. Ability to work independently at times is also highly important to this position.

**Specific Responsibilities:**
- Work at the main circulation desk checking items in and out
- Issuing new library cards and updating existing accounts
- Assist customers with finding materials, making copies, etc.
- Respond to customer questions and concerns in a professional manner
- Ensure materials are circulation effectively by keeping track of overdue holds and problem solving other technical-related issues that may arise with the flow of materials
- Input new materials into the collection
- Create and maintain the Circulation Staff schedule.
- Explaining new concepts to new and existing staff members
- Perform additional duties that may be required to process items in a timely manner

**Qualifications:**
- Bachelor's degree is a must, Librarian certification a plus.
- Minimum of 3 years working in a public library
- Excellent computer skills
- Customer service skills/experience
- Ability to work independently when needed
- Ability to communicate effectively with staff members
- Be able to prioritize tasks

**Additional Requirements:**
- Assistance with programs and events
- All library positions require the following background and child abuse clearances:
  - Report of Criminal History Report from the Pennsylvania State Police (PSP)
  - Child Abuse History Clearance from the Department of Human Services
  - Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI)

**Hours:**
10-20 hours per week Monday and Tuesday evenings with the occasional Saturdays.

**Starting Salary:**
$11 per hour

Malvern Library is member of the Chester County Library System and an Equal Opportunity Employer.