

# Easton Area Public Library- Main Branch

## Employment Opportunity

### Part Time Circulation Assistant

The Easton Area Public Library is seeking a part-time Circulation Assistant at our Main library.

The position averages **8-10 hours/week** at \$12.00/hour and include days, evenings, and Saturday hours

The Circulation Assistant works under the direct supervision of the Coordinator of Adult Services and the Head of Circulation, assisting patrons with circulation and account concerns. The ideal candidate is personable and friendly, with an eagerness to learn and a passion for customer service.

Application available at [www.eastonpl.org](http://www.eastonpl.org).

Please send application and resume by mail to:  
or email to: [bettyr@eastonpl.org](mailto:bettyr@eastonpl.org)

Betty Renzulli, Head of Circulation  
515 Church St.  
Easton, PA 18042

#### **Duties include:**

##### **Circulation**

- Assist in circulation of library materials
- Registration of new patrons
- Miscellaneous clerical duties
- Various book stack duties
- Analyzing & answering reference questions
- Assist patrons in use of the automated catalog & other library resourced such as the internet
- Assist patrons in the selection of reading material through knowledge of the collection & use of readers' advisory resources
- Assist in operational functions including shelf reading, filing, and data entry

#### **Qualifications:**

##### **Education**

- Preferred 4 year college degree or LTA
- Library experience desirable

##### **Skills**

Strong customer service skills

Ability to communicate effectively orally and in writing

Experience with basic computer functions and programs, including Microsoft Office and Google Drive

Good data entry skills and the ability to make changes accurately

Ability to work independently

Must be able to meet the physical requirements of the position including, but not limited to walking and standing for long periods, bending, reaching, lifting, and pushing a book truck weighing up to 50 pounds.