

**Pocono Mountain Public Library seeks
Main Desk Assistant
Part-Time - 12 to 16 hours per week - \$13.50 per hour**

Job Duties:

- Check-in and check-out books & other library materials.
- Empty book drop and DVD/media drop.
- Sort and shelve library materials and shelf-read on both the first and second floor.
- Answer phones in a polite & courteous manner & provide customer service to patrons on the phone; retrieve messages.
- Help patrons with curbside pick-ups of library materials and print-outs.
- Assist with phone registration for programs.
- Assist patrons with placing holds and searching for library items using the on-line catalog in person and over the phone.
- Assist patrons with basic computer needs, using Wi-Fi, copying, printing and faxing.
- Refer patrons to full-time librarians/supervisors for advanced reference transactions and customer assistance.
- Shelf-read and straighten books & materials and computers as directed; tidy interactives in family reading nook.
- Carry books and materials; push loaded book trucks; bend and lift; use computers; perform repeated actions.
- Work occasional evenings and every other Saturday, plus additional hours as scheduled.
- Stand and move around for a few hours at a time for work related duties; be able to lift up to 40 pounds.
- Work accurately and attentively in a dynamic and detail-oriented environment.
- Occasionally assist with preparing crafts, Go-Bags, and setting up for library programs.
- Help open and close the library as directed; follow procedures for both.
- May be asked to work other hours for substitution.
- Perform other library work as requested.

Skills and information:

- Staff must be able to alphabetize, add and subtract, use a calculator, make change, use a cash register, learn Dewey Decimal, write, speak, type clearly; work accurately in a dynamic environment. A skills test is applied during the interview.
- Staff must have current tech & computer skills for PCs, printers, email, internet, smart devices & Wi-Fi.
- Circulation Staff are required to respect patron privacy according to the ALA Library Bill of Rights, and uphold the Mission and Policies of the Pocono Mountain Public Library.
- Library staff must maintain a friendly, cooperative, and service oriented attitude.
- Staff must be able to work in a diverse environment with all types of people, including elderly, youth & differently abled.
- Library staff must have daily hygiene practices and dress in a tidy & appropriate manner.
- This position is supervised, trained, and directed by senior staff and the library director.
- Applicants with a 2 or 4 year degree are preferred. High School degree or GED is mandatory.
- Prior library work experience is a plus.
- Prior customer service experience in a diverse and rigorous work environment a plus.
- Bilingual skills are a plus.
- Part time staff are eligible for 2 paid vacation days per year and paid holidays if one falls on your regular scheduled work day; and are eligible for 1 paid sick day per 6 months; and one paid personal day per year.
- Security clearances are required, and must be submit with the job application. Clearances from other states are not accepted. Applicants are responsible for their clearances, including: PA State Police Request for Criminal Records (Act 34), Child Abuse History Clearance (Act 151), and Federal Criminal History Record (Act 114). For more information on these clearances visit the website below:
<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>
- Covid-19 related restrictions may apply and face masks are strongly recommended for work regardless of vaccine status; a significant rise in cases in the county may increase safety protocols.
- **Applicants MUST use the Library's current Employment Application Form, available from our website at <https://www.poconolibrary.org/employment>**

Resumes will only be accepted if they accompany a fully completed Application Form. Applicants MUST provide three professional references. Youth in school may provide references from teachers. Personal references will not be accepted. *All new Library Staff are hired on a 90 day probationary period. PMPL is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.*

Email scanned applications and copies of security clearances to ann@poconolibrary.org with "Part Time Main Desk Staff" in the subject line of the email. Applicants will be notified by email that their application is received. Please ask with any questions.