

## **Technical Services Assistant (Part-Time)**

### **Description**

The South Park Township Library is seeking a part-time Technical Services Assistant to join our team. The library is looking for an individual with cataloging, collection building, and front desk experience.

### **Position Summary:**

As a member of the Library's team, under the supervision of the Library Director, this employee performs cataloging and classification of all library materials, evaluates and builds the library's collections, and provides directions for support staff in the completion of their daily work. Additionally, this individual is responsible for assisting with circulation and reference services. The position includes 1 evening per week and 2 Saturdays per month.

### **Essential Position Duties:**

- Using consortium standards, catalog materials across all relevant formats.
- Classify call numbers for materials based on Dewey and local shelving guidelines.
- Oversee the ordering, receiving, and processing of all materials.
- Order materials for library collections across multiple audiences.
- Perform collection maintenance, including generating weeding and other timely reports.
- Maintain a working knowledge of trends in publishing and literature, educational and developmental needs, and the library profession through webinars, training, and meetings.
- Assists with circulation at front desk and answers readers' advisory and reference questions.
- Performs other duties as assigned.

### **Requirements**

- Master's degree in Library Science or equivalent experience as a cataloger
- Circulation experience
- Experience working with Sierra circulation system preferred

This position will be for 20 hours per week and will pay \$15/hr.

Please send a resume and letter of interest to [deknigha@einetnetwork.net](mailto:deknigha@einetnetwork.net) by October 18.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police, Child Abuse History Clearance from the Department of Human Services, and fingerprint ID based on federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI). [OBJ]

South Park Township Library is an Equal Opportunity Employer.

South Park Township Library is seeking a **Part-Time Communications & Marketing Assistant**

**SUMMARY:** The Social Media & Marketing Assistant will be responsible for coordinating and designing all public communication of programs and services via email, social media, and in-house flyers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Maintains and promotes positive working relationships with staff and public
- Understands and adheres to library procedures and policies
- Gather programming information from staff and create graphics and communications for the public
- Create the programming calendars
- Assist with answering patron questions about programs and services
- Assists with circulation of materials
- Must be able to sit or stand for extended periods of time
- Must be able to lift up to 10 lbs.
- Must be willing to work 1-2 nights per week and 1-2 Saturdays per month

**EDUCATION and/or EXPERIENCE:**

- Prior experience creating communications and graphics
- Working knowledge of Microsoft Office and Canva
- Working knowledge of social media platforms

This position will be 15-20 hours a week and will pay \$14/hr.

Please send a cover letter and resume to [deknigha@einetnetwork.net](mailto:deknigha@einetnetwork.net) by Friday, October 18.

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