

**POSITION OPEN
CIRCULATION CLERK
KENNETT LIBRARY
216 E. STATE STREET
KENNETT SQUARE, PA 19348
405-801-4506**

POSITION: Circulation Clerk

BEGINNING SALARY: \$34,000.00 per year

WORKING CONDITIONS: Full-Time position at 35 hours per week. Exact schedule will vary weekly based on fluctuating library demand. Must be available to work a flexible schedule which will include evenings and weekends.

APPLICATIONS ACCEPTED: January 7 through January 28, 2022

POSITION SUMMARY:

Provides high level customer service to Kennett Library customers including a wide range of public service and clerical duties necessary to the operation of the Circulation Department. Works to promote good library/customer communications and to project a positive image of the library. Participates in library projects and other problem-solving activities; has working knowledge in the operation of computers and standard office software products; performs other duties as assigned.

JOB REQUIREMENTS:

1. Education and/or experience:
 - a. High school diploma or GED;
 - b. Equivalent technical training, education, and/or experience may be considered;
 - c. Valid driver's license.
 - d. A successful clearance from the PA Criminal History Record
 - e. A successful clearance from the PA Child Abuse History Record
 - f. A successful clearance from the FBI Criminal History
2. Knowledge, skills, and abilities:
 - a. Understands and performs basic functions and tasks of common software programs and email applications;
 - b. Uses and helps others use basic computer hardware;
 - c. Knowledge of office procedures, clerical work, skills in typing and filing;
 - d. Ability to learn library systems quickly and thoroughly;
 - e. Ability to understand the organization of the library collection;
 - f. Ability to deal with customers and co-workers in a pleasant and courteous manner;
 - g. Strong skills in written and spoken business communications;
 - h. Working knowledge in the operation of computers and office machines and standard office software products;
 - i. Lift up to 25 lbs.; retrieve and replace items from floor level to at least 5 1/2 feet in height;
 - j. Work a flexible schedule which may include evenings and weekends.

APPLICATIONS:

Applications accepted through January 28th, 2022. Résumé and cover letters should be sent to cmanna@ccls.org.

The Kennett Library is an Equal Opportunity Employer.
All employees and qualified applicants will receive consideration for employment without regard to race, color, religious belief, sex, age, national origin, disability, sexual orientation, veteran status, genetic information or any other category protected by the law.
The Kennett Library will make all reasonable accommodations in the application and employment processes.

Begin your journey here!