

## Library Circulation Clerk – Western Allegheny Community library

**About Us:** Western Allegheny Community Library is a leader in the delivery of public library service. The mission of our library is to inspire, engage, and educate the community through high quality, fun, creative, and informative programming and services.

**Position:** The Western Allegheny Community Library is in search of a Circulation Clerk to round off an exceptional team. The Circulation Clerk performs day-to-day operations of the circulation desk, including but not limited to checking in and out of materials, collecting fines, locating and processing materials for delivery, shelving items and maintaining records. Circulation Clerks also answer reference questions, addresses inquiries about library programming and register patrons for events, assist patrons with basic technology problems and using the public copier/scanner and fax machine. It is imperative that we provide the highest level of customer service.

**Qualifications:** A high school diploma or GED. No prior library experience is required. If you have a desire to learn, we can train you. The ideal candidate is friendly and charismatic, creative and good with time management skills. Please note: Per PA Child Protective Service Law, applicants must have current (or be willing to get) PA Criminal Background Check Clearance, PA Child Abuse History Clearance, and FBI Fingerprint Clearance.

**Hours:** Part-time (10-20 hours/week), evenings and occasional weekends.

**Compensation:** \$9/hour.

**Working With Us:** Our library offers a unique work environment that is innovative, open and collaborative. We strive to create the best possible experience for everyone visiting the library as well as for employees. We are a family-friendly workplace that prioritizes a good work-life balance. We offer paid time off for vacation and sick leave as well as paid holidays.

Western Allegheny Community Library is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**To Apply:** Interested candidates should send resume to Norene Ruggiero at [ruggieron@einetwork.net](mailto:ruggieron@einetwork.net) or via mail to Western Allegheny Community Library at 181 Bateman Rd, Oakdale, PA 15071, Attention: Norene Ruggiero