



Library Assistant Job Posting

Western Allegheny Community Library is seeking a friendly, dependable, and community-focused Library Assistant to join our team. The ideal candidate enjoys working with people, is comfortable with technology, has strong organizational and time management skills, and is eager to learn. No prior library experience is required. We're happy to provide training to the right person.

Job Duties Include:

- Performing daily circulation desk operations, including greeting and assisting patrons, checking materials in and out, processing payments and transactions, shelving, locating and processing materials for delivery, and maintaining records.
- Answering reference questions, assisting with library program registration, and providing information about library services and events.
- Assisting patrons with basic technology needs, including use of public computers, copier/scanner, and fax machine.
- Assisting with opening and closing procedures and maintaining an organized, welcoming library environment.
- Providing exceptional service to patrons and performing other duties as assigned.

Working with Us:

Western Allegheny Community Library serves the communities of Findlay Township, North Fayette Township, and Oakdale Borough. We are committed to providing welcoming spaces, lifelong learning opportunities, and exceptional library service for all.

We offer a welcoming, collaborative, and community-focused work environment where teamwork, creativity, and excellent customer service are valued. We strive to provide an outstanding experience for both our patrons and our staff while supporting a healthy work-life balance. Employees receive paid time off and 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.

Job Requirements:

- High school diploma or GED required. Must obtain PA State Police Criminal Record Check, PA Child Abuse History Clearance, and FBI fingerprints prior to beginning work.

- Strong interpersonal, communication, and customer service skills, with the ability to assist patrons of all ages.
- Basic computer proficiency and the ability to work both independently and as part of a team. This position requires regular mobility, including walking, standing for extended periods, bending, reaching, lifting up to 35 lbs., and pushing carts of books and materials.

Position Details:

Starting Wage: \$13.91/hour

Job Type: Part-time, approximately 15 hours/week.

Tentative Schedule: Monday evenings 2:30 – 8:15 PM, Wednesday evenings 2:30 PM -8:15 PM and two Saturdays per month 8:45 AM – 4:15 PM. This schedule is expected to remain consistent, with opportunities to pick up additional shifts as available.

How to Apply:

Interested candidates should submit a resume to Mackenzie Partyka at partykam@westernalleghenylibrary.org, by **August 14, 2026**.