



520 Virginia Drive, Ft. Washington, PA 19034

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Library Assistant Part-Time, Fort Washington, PA

Position Overview

Upper Dublin Public Library, a busy suburban Philadelphia public library, is seeking a permanent, part-time Library Assistant starting immediately. The position is approximately 20 – 22 hours a week and includes day, evening, and weekend shifts.

We're looking for a cheerful candidate with impeccable customer service skills and an enthusiasm for public library services in the 21st century. Library Assistants at UDPL are a part of a public services team seeking to provide our library patrons with efficient and personalized service, whether it be assisting with finding a book on our shelves, accessing a digital resource, or helping patrons with public computers.

Our Library

Located in Fort Washington, PA, open 66 hours/week, the UDPL is a bustling and much-loved resource for the 26,665 residents of Upper Dublin Township and those who visit from neighboring communities. The UDPL maintains a collection of 110,000 tangible items plus a variety of virtual resources, like eBooks, 24/7. In 2021, circulation was over 287,000 and 17,000 people attended library programs.

Qualifications for Library Assistant

Applicants must possess a high school diploma; a bachelor's degree is preferred. Strong customer service background, motivation, and ability to learn new skills in a fast paced setting are preferred. A high level of computer literacy is required, along with a familiarity with digital technology and devices, such as tablets and smartphones. A demonstrated interest in education and public library services, along with knowledge of popular reading habits is desired. Experience with libraries highly desired. Some weekend and evening availability is required. Applicants must be available for an in-person interview. A current Pennsylvania Child Abuse History Clearance and PA State Criminal History will be required before employment begins. A Federal Criminal background check, requiring fingerprinting, is also required.

Salary

This position is a permanent, part-time position with an hourly salary of \$18.03/hr. EOE.

How to Apply

Applications are being accepted until Wednesday, November 30. Interested individuals should send their cover letter and resume, in PDF format, via email to cnalence@mclinc.org (Use "Library Assistant Application" in the subject line). Additionally, please email all questions to the same address; no phone calls, please.