

Pocono Mountain Public Library
Is Hiring Part Time Public Services Staff
For up to 14 hours per week at \$8.75 per hour

Pocono Mountain Public Library, located off PA route 611 in Tobyhanna, is seeking enthusiastic and highly motivated people to work at our main desk for patron assistance and circulation duties. We are looking for just the right people to add to our library team. If you have great people skills, solid tech skills, are community minded, and a quick learner this may be the right job for you! Learn more about our great library at www.poconomountpl.org, or on our facebook page [facebook.com/Pocono-Mountain-Public-Library-251734608215874/](https://www.facebook.com/Pocono-Mountain-Public-Library-251734608215874/).

Job Description:

- Work accurately and attentively in a dynamic and detail oriented environment
- Check-in & check-out, renew and prepare holds for books and other library materials, empty book drop and DVD drop, sort and shelve books and materials, shelf read, and straighten stacks
- Help patrons get new library cards and day passes, check the ILS Spark system for correct information
- Answer phones & provide customer service to patrons on the phone, and retrieve messages
- Prepare library holds for transit and/or hold shelf, call patrons regarding hold requests
- Help people with a variety of information needs in an informed and respectful manner, including finding books, other materials & information, using the public computers & Wi-Fi, searching the library catalog and placing holds, demonstrating the library's online ebooks and databases, registering patrons for library programs, helping patrons with printing, faxing, photocopying, and using the library in general
- Be able to stand and move around for a few hours at a time for work related duties, be able to lift up to 40 pounds, carry books and materials, push book trucks, bend & lift, use hands & body in repeated actions
- Help open and close the library as directed, follow procedures for both
- May be asked to work additional hours as needed and perform other library work as requested

Mandatory skills and information:

- This position requires work on every Wednesday evening until 8:00 pm and on Saturdays as scheduled.
- Staff must be able to alphabetize, add and subtract, use a calculator, make change, use a cash register, learn Dewey Decimal, and write, speak, type clearly. A skills test is applied at the interview.
- Staff must have current tech & computer skills for PCs, word-processing, printers, email, internet, smart devices & Wi-Fi. All staff must be able and willing to learn new technologies as required.
- Staff are required to respect patron privacy according to the ALA Library Bill of Rights, and uphold the Mission and Policies of the Pocono Mountain Public Library.
- Library staff must maintain a friendly, cooperative, and customer service oriented attitude.
- Staff must be able to work in an environment with all types of people, young and old.
- Staff must have daily hygiene practices and dress in a tidy and appropriate manner.
- Applicants with a 2 or 4 year degree are preferred. HS degree/GED is mandatory.
- Prior meaningful library work and/or experience with Spark (an Evergreen ILS) is a plus.
- Prior customer service experience in a diverse and rigorous work environment a plus.
- Bilingual skills are a plus.
- Part time staff are eligible for 2 paid vacation days per year and paid holidays if on a scheduled work day, and are eligible for 1 paid sick day per 6 months; and one paid personal day per year.
- Anyone applying for a job at the library must provide current clearances to obtain an interview or offer for paid work. Applicants are responsible for their clearances. An offer of work is invalid if any required clearances are not obtained or are flagged for violations. For more information on clearances see <http://www.keepkidssafe.pa.gov/resources/clearances/index.htm>

Applicants MUST use the Library's current Employment Application Form, available in the library, via our web announcement, or by email request from anndirector_pmpl@yahoo.com Resumes will only be accepted IF they accompany a fully completed Application Form. Applicants MUST provide three professional references. Personal references will not be accepted. We can negotiate references for teens. All new Library Staff are hired on a 90 day probationary period. PMPL is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

Mail to, or drop applications off at the library, or scan and send completed applications to.

Pocono Mountain Public Library
Ann Shincovich, Director
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RE: Public Services Job
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