



FREE LIBRARY *of* NORTHAMPTON TOWNSHIP

Good afternoon,

Free Library of Northampton Township has an opening for a **Part-Time Library Clerk and Adult Volunteer Coordinator**.

Northampton Township is a diverse community of almost 40,000 residents set amongst a mix of suburban landscape and bucolic farmland in Bucks County, PA. The library is the 3rd-busiest in the county and we have a very friendly and experienced staff.

Come and join our team! We'd love to have you!!

Compensation & Schedule:

\$16.50/hour

13 - 15 hours/week; including:

Monday and Thursday mornings (4 hours each), and;

Saturdays (10:30 AM – 4 PM);

Position available immediately;

This position requires:

PA State Police Criminal History Clearance, PA Child Abuse History Clearance, FBI Criminal History Clearance, and Mandated Reporter Training.

To Apply:

Please send a cover letter of application, current resume, High School transcript (if a recent graduate), and 3 professional or personal references to Wayne Lahr, Library Director, via email @ wlahr@nhtwp.org.

Review of applications will begin immediately. Position open until filled.

Wayne R. Lahr, Director

Free Library of Northampton Township

25 Upper Holland Rd

Richboro, PA 18954

215.357.3050, ext. 110

<https://www.northamptontownshiplibrary.org/>

* Free Library of Northampton Township is an Equal Opportunity Employer.



Northampton Township Position Classification Plan

Job Title: Library Clerk / Volunteer Coordinator
Category: Non-Exempt

Department: Library
Supervisor: Library Director

Primary Duties:

The Library Clerk provides friendly and courteous customer service to adults, young adults, and children. These responsibilities include checking out materials, answering questions, and generally assisting patrons with the use of library services and the facility. The Clerk will process payments operating our cash register and credit card machine as well as performing a variety of tasks related to the circulation of library materials.

Volunteer Coordinator responsibilities include reviewing submitted adult volunteer applications, pairing applicants with needed volunteer duties, assessing the need for adult volunteers at the library, training new volunteers for their new tasks, and tracking and reporting volunteer hours to the Assistant Director.

Essential Clerk Duties and Responsibilities:

- Performs circulation desk duties.
- Assists residents in applying for library membership, processes membership applications, and issues library cards.
- Maintains the availability of library materials by regular shelving of materials and preparing of materials placed on hold by patrons.
- Maintains the book drop and discharges items using the computer and ILS system.
- Discharges incoming library materials, inspects them for damage, and places them on carts for shelving.
- Maintains library shelves according to library standards.
- Provides prompt, friendly, and professional customer service at the circulation desk whether in-person or over the telephone.
- Teaches patrons how to use the self-service kiosks for checking out and renewing borrowed materials or for paying account balances.
- Responds promptly and professionally to answer patron questions and resolve patron complaints.
- Follows interlibrary loan procedures for incoming and outgoing library reserves and notifies patrons when reserved materials arrive.
- Routes library collection materials to other Bucks County libraries using established guidelines.
- Operates a variety of standard office and library machines, including cash register.

- Performs library opening and closing procedures in the circulation area.
- Assists with library program preparation and implementation.
- Assists with Reference Department duties if needed.
- Performs related tasks as assigned.

Essential Volunteer Coordinator Duties and Responsibilities:

- Maintain current adult volunteer application form.
- Review adult volunteer applications.
- Interview applicants when needed.
- Choose volunteer applicants best suited for specific volunteer responsibilities.
- Provide appropriate training for adult volunteers.
- Maintain records of the hours adult volunteers have worked.

Qualifications:

Education and Experience

- High School Diploma or equivalent educational success.
- Experience working in Windows operating system environment.
- Strong verbal and written communication skills.
- Honest, outgoing, warm, approachable, and flexible.

Knowledge, Skills, and Abilities

- Owns an understanding of how to work as a communicative teammate on an experienced staff.
- Basic proficiency in Microsoft Word, Excel, Outlook, Teams, and Office365.
- General understanding of accounting principles.
- Ability to create spreadsheets for financial tracking purposes, including the use of formulas.
- Ability to calculate, balance, record, and manage accounting figures and financial records.
- Ability to analyze these records to resolve discrepancies.
- Strict attention to detail is imperative.
- Will take initiative on projects, prioritize work, and meet deadlines for financial reports.
- Ability to sort efficiently in alphabetic and numeric order.
- Ability to develop a thorough working knowledge of the Dewey Decimal classification system and other methods of library materials organization.
- Knowledge of and fluency in the use of computers and other devices, the internet, email, social media, and cloud computing.
- Strong listening and verbal/written communication skills.
- Ability to establish and maintain effective work relationships with superiors, co-workers, and the general public.
- Commitment to providing extraordinary customer service.
- Ability to effectively present information, library policies and procedures, and respond to questions from patrons.

- Commitment to maintaining patron privacy and confidentiality.
- Ability to deal with regular interruptions and multiple tasks simultaneously; managing priorities.
- Ability to learn and adapt to new software and equipment technologies.
- Ability to exercise good judgment and tact in dealing with the public, resolving problems, and makes decisions based on established practice.
- Ability to comprehend and follow verbal and written instructions and to read and understand library policies, procedures, and other required internal communications.
- Ability to demonstrate organizational skills by prioritizing tasks, managing time efficiently, and maintaining clear, accessible financial records.
- Ability to work independently.
- Ability to read, write, and speak English.
- Ability to wheel a full cart of books.

Additional requirements:

The successful candidate will be required to complete and submit the following documentation within 60 days of their start date. All clearances must be current. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance (<https://www.compass.state.pa.us/CWIS/Public/Home>)
- Pennsylvania Criminal History Record (<https://epatch.state.pa.us/>)
- Federal Criminal History Record (<https://www.identogo.com/locations/pennsylvania>)

Working Conditions

The position is part-time Monday through Friday with evening and alternating Saturday and Sunday hours.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift and carry library material weighing 30 lbs., and push and pull book carts weighing 125 lbs. The employee is required to use office machines and must meet approved physical and medical standards set forth by the Township.

Selection Guidelines

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employment with the Township is at-will, which means either party may terminate the employment relationship at any time. Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job related tests might be used to evaluate a candidate's qualifications for this position.