



ADULT REFERENCE ASSISTANT (PART-TIME)

Upper Merion Township, located in King of Prussia, PA, is looking for a reliable, resourceful and energetic **Reference Assistant**. Under the general supervision of the Head of Reference, the **Reference Assistant** will help library users in the adult department with questions regarding library services, programs, and finding items in the collection, as well as assist librarians with programs and tasks as needed.

The Essential Job Duties of the **Adult Reference Assistant** include, but are not limited to:

- Assists patrons with self-service resources including, photocopier/scanner/printers, computers, software applications, online registration, and holds-pickup.
- Provides technical support and assistance to patrons, such as simple maintenance and basic troubleshooting of computers and printers.
- Recommends titles and authors to patrons in various genres and formats.
- Monitors study room usage and reservation requests.
- Navigates and promotes online resources to assist patrons.
- Conducts shelf-reading and general stack maintenance.
- Assists with library programs and displays.
- Responds to in-person and telephone inquiries about library programs and services.
- Answers directional questions and refers patrons to appropriate personnel.
- Learns the basics of circulation and adult reference services to step in as needed.
- Performs other duties as assigned.
- Works weekend hours and evening hours as necessary.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Good organizational skills and attention to detail.
- Strong oral and written communication skills.
- Interest in reading and knowledge of books
- Working knowledge of library principles, organization, and procedures.
- Willingness to learn and master library software.
- Familiarity with Microsoft Office and Google products.
- Ability to establish and maintain friendly and effective working relationships with staff and patrons.

Physical Characteristics:

- Possess good visual acuity (near and mid-vision continuously; and field of vision occasionally).
- Walk, sit, reach at waist level, handle and reach materials comfortably, bend, lift and carry items weighing up to 25 lbs.; climb and balance on a 14-inch footstool.

Minimum Education, Training, and Experience Required:

- College degree required.
- Strong customer service skills.
- Excellent computer skills.

Position Requirements:

- Has current: PA Child Abuse; PA Criminal; and FBI clearances or ability to obtain clearances.
- Completion of pre-employment drug test screening.
- **Proof of COVID-19 Vaccination required.**

Hours Needed:

20 Hours/week + weekend and evening hours as necessary

How to Apply:

For immediate consideration, applicants should complete an employment application by visiting:

<http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org.

Equal Opportunity Employer

