

## **MORRISVILLE FREE LIBRARY PART-TIME POSITION AVAILABLE**

- POSITION:** Library Circulation Clerk: Part-Time
- MAIN DUTIES:** Provide friendly and routine Circulation Services to the public. Check out/check in library materials, register new patrons, renew library cards, collect overdue and other fees. Monitor terminal screen during circulation procedures and take appropriate action indicated.
- OTHER DUTIES:** Telephone or other follow-up of overdue materials. Withdraw items from database collection, process new library materials and gifts, unpack and sort deliveries. Check in/discard periodicals. Shelve returned materials and shelf-read when necessary. Perform related work as needed.
- QUALIFICATIONS:** High School degree or equivalent. Basic computer knowledge required. Current PA Criminal Background Check & PA Child Abuse Clearance required.
- SKILLS  
REQUIRED:** Tact, courtesy, and friendliness; accuracy and attention to details; ability to work under pressure; good listening and verbal communication skills; read, write, and basic arithmetic skills.
- PHYSICAL  
DEMANDS:** Stamina, ability to stand on feet and walk throughout work shift. Easily operate computer keyboards and laser scanner. Ability to kneel, bend, stoop, and reach repeatedly. Lift and move library materials weighing up to 25 lbs.
- HOURS:** 7-12 hours per week as needed, including Saturdays, evening, Election Day, coverage for summer vacation, and the holiday season.
- SALARY:** \$15.13 per hour
- APPLY:** Send resume and cover letter to Borough Manager, Morrisville Borough, 35 Union Street, Morrisville, PA 19067 or [office@morrisvillepagov.com](mailto:office@morrisvillepagov.com).