

Part time Branch manager@ Penn Area Library Trafford Branch

Location: Trafford Branch 416 Brinton Avenue Trafford, Pa 15085

Hours: Tuesday and Thursday 3-7; Wednesday, Friday, and Saturday 10-2

Salary: \$20 per hour (includes some paid time off)

The Penn Area Library is seeking a self-motivated, community minded branch manager to oversee daily operations, manage collection development, and provide programming for adults and children. The ideal candidate will have library experience, great customer service skills, and a commitment to making the library a great place to visit.

You will be responsible for the daily operations of the library including working the circulation desk, assisting patrons with copies, finding materials, connecting to the Wi-fi and other computer use. You will shelve books, pull holds for other libraries, and check in materials when they arrive from shipping.

Cataloging experience is a plus (at least adding item records in the catalog.)

Minimum requirements

Education: high school, bachelors preferred

Skills and experience:

Strong organizational skills including record keeping, filing, and managing time effectively.

Experience in a library preferred.

Required clearances: Pennsylvania State Police background check, PA Child Abuse History Clearance, and FBI fingerprinting.

If this sounds like a good fit for you, please send a resume and brief cover letter to colleen.denne@wclibraries.org

Applications will be reviewed until the position is filled.