

Job Description

Position:	Part Time Assistant/Page
Department:	Library
Reports to:	Library Director
Schedule:	Days and times will vary based on schedule
Wage Rate:	Range: \$10.00 per hour
Effective:	June 2026

A. Position Description

The Part Time Assistant/Page sorts and shelves library materials, assists with a variety of circulation related tasks and provides customer service as necessary. The incumbent also maintains a welcoming environment for library patrons.

B. Required Skills, Abilities and Qualifications

- High school diploma or equivalent
- Weekday and Saturday Availability
- Must possess a valid Pennsylvania driver's license and have an insurable driving record
- Possess or be able to acquire at time of hire PA Criminal Background Check, PA Child Abuse, and FBI Fingerprinting clearances

C. Essential Duties

1. Sorting and Shelving of Library Materials
2. Performs Circulation Desk Related Jobs (as necessary)
 - a. Check in/check out patrons
 - b. Place patron requests for materials
 - c. Provide reference and readers advisory services
3. Report any problems to the correct authority (Library Director, eiNetwork, etc.)

D. Physical Requirements

1. Prolonged periods of walking, standing, bending while working the floor.
2. Must be able to lift up to 50 pounds at times.

E. Disclaimer

- The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time

with or without notice.

- Castle Shannon Borough is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, pregnancy, or national origin.

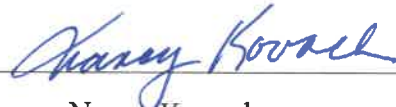
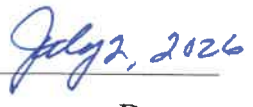
F. Established

The job description for the position of Part Time Desk Assistant/Page shall remain in effect until otherwise revised or rescinded by an appropriate authority. All previous job descriptions pertaining to the position(s) described are hereby rescinded.



C. Michael Foote
Borough Manager

Date

Nancy Kovach
Council President

Date