



TOWNSHIP OF ABINGTON

Employment Opportunity Posting

INTERNAL and EXTERNAL POSTING

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| DATE | December 4, 2025 |
| POSITION | Library Assistant, Children's Department |
| DEPARTMENT | Abington Township Public Library |
| HOURLY RATE | \$14.00 |
| HOURS | Tuesday & Thursday evenings and one (1) weekend/month |
| JOB DESCRIPTION | See attached |
| DEADLINE | December 18, 2025, by the close of business 5:00PM |

Applications are available online at www.abingtonpa.gov. Completed applications must be submitted by the application deadline and no later than 5:00PM. For additional information contact Library Director, Elizabeth Fitzgerald, at 215-885-5180. Abington Township is an Equal Opportunity Employer.



TOWNSHIP OF ABINGTON

Job Description



Abington Township
Public Library

Department: Abington Township Public Library

Position: Library Assistant, Children's Department

Classification: Salaried/Clerical - Non-Exempt - Part-Time

Reports to: Head, Children's Department

Supervises: On Duty Page

Purpose: The primary purpose of this position is to perform intermediate clerical providing assistance to library patrons and assisting in various departments. This position will also provide limited help to patrons locating books and other library materials; does related work as required, which allows the Abington Township Public Library to provide residents and library patrons quality service while complying with township ordinances, policies, procedures, practices, and other laws of the Township and Commonwealth of Pennsylvania. Assignments and technical supervision performed under the regular supervision of the Head of the Children's Department.

Tasks: Interacts pleasantly with residents, library patrons and the general public; Assists patrons; assists staff; Provides assistance in the children's section of the library; assists patrons; locates library materials; maintains records and files; Provides reader's advisory services, reference assistance and catalog/Internet instruction to library patrons; Schedules meetings and seminars in community room(s); Reviews children's book lists for currency; creates and maintains online book lists; Prepares and conducts preschool story times; Links children's materials to bibliographic records; Searches shelves for overdue/missing items and for items requested online by patrons; Checks in, processes and mends children's library materials; Pulls children's materials for consideration for replacement and/or withdrawal; Evaluates audiovisual materials to verify damage or defects reported by patrons; Withdraws damaged and dated materials; Performs shelf-reading and shelving duties as needed; Creates and maintains Children's Department displays; Supervises page on duty and oversees closing procedures; Performs other related tasks as required. Interacts with department employees, the public, governmental, and Township officials in a courteous and professional manner at all times; operates office equipment; other related duties as necessary to support the Abington Township Public Library.

Job Standards (Minimum qualifications needed to perform essential functions): Ability to understand and follow instructions; organize and prioritize work load efficiently and effectively; work with others in a professional manner.

This is light work requiring carrying up to 35 pounds of force occasionally; and up to 10 pounds of force frequently to move objects; work requires reaching at waist level, and climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinction in sound frequently; visual acuity (near vision frequently; mid and far vision, depth perception, color perception, and field of vision occasionally) and observing general surroundings and activities



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frequently; withstand exposure to inside and outside environmental conditions. All work performed is to be mistake free. All interpersonal interactions with employees and the public is to be positive, collaborative, respectful and courteous.

Employee may be asked to perform other duties provided those duties are not illegal or injurious to the employee's health; Employee will be evaluated in part based upon performance of the tasks listed in this job description and at a minimum, to the standards within this job description. Management has the right to revise this job description at any time. This job description does not list all the duties of the job. Management may ask the employee to perform other job-related duties.

Required Skills, Knowledge and Abilities: Employee performs tasks independently and often without direct supervision of each task, although employee will have regular contact with Head of the Children's Department. Ability to establish and maintain effective working relationships with library patrons and associates. Employee must be self-motivated with excellent verbal communication skills; ability to work under stressful conditions with frequent interruptions. Library Assistant, Circulation will possess these competencies: Growth Focused: recognizes and adapts to changes afforded by new technology and changing demographics of the community, possesses an appreciation for sustained and continual learning. Innovation: Is able to manage change, understands creative processes, introduces new ideas and solutions, is comfortable with risk taking. Community Focused: Is dedicated to meeting the expectations and requirements of internal and external patrons, serves the community with enthusiasm, thoroughness, and hospitality with unsurpassed service. Integrity: Serves the needs and demands of the community with commitment, integrity and excellence while supporting the concept of intellectual freedom. Quality: Delivers high-quality service and information, strives to hold high standards expected by patrons, pays attention to detail; generates work that is up to expected standards of performance, and is accurate, process driven, organized, complete and reliable. Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed. Collaboration: Is adept in coalition building, understands community building, establishes collaborative relationships and projects.

To perform this position successfully, an individual should demonstrate the following competencies: Communication Skills: Organizes and presents ideas and information in a professional, clear, concise manner, written or verbally; edits work for spelling and grammar. Customer Service: Manages difficult or emotional customer situations; responds promptly to customer needs; solicits feedback to improve service; responds to requests for service and assistance; meets commitments. Dependability: Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to time when needed to reach goals; completes task in a timely manner or notifies individual with an alternate plan. Initiative: Demonstrates willingness to perform needed tasks without being directed; is willing to learn new skills and enhance products and services. Interpersonal Skills: Maintains confidentiality; remains open to others' ideas and tries new things; speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; varies writing style to meet needs. Problem Solving:

2025/PostingLibrary/PTLibraryAsst,Children'sDept



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Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics. Quality: Pays attention to detail; generates work that is up to expected standards of performance, and is accurate, neat, orderly, complete and reliable.

Adaptability: Adapts to varied job responsibilities, schedules and work effectively while changing priorities.

Education and Experience: Any combination of education and experience that results in employee achieving the functions of the job satisfactorily, with, as a minimum the equivalent of graduating from high school or equivalent. Some experience in library work is desirable; Public service orientation; Some knowledge of and interest in children's books, including reader interest levels. Skill in the use of library equipment, materials and resources. Ability to establish and maintain effective working relationships with library patrons and associates. Possesses creative and artistic ability. Proficient in MS Office Suite; Knowledge electronic resources and ILS (Integrated Library System); Proficient in handling office equipment (faxes, copiers, scanners).

Job Location (Place[s] where work is performed): The Abington Free Public Library.

Equipment (Examples of machines, devices, tools, etc., used in job performance): Proficient in MS Office Suite. Proficient in handling office equipment (Computer; telephone; faxes, copiers, scanners, printer and copier).