



JOB POSTING: PT LIBRARY ASSISTANT

The Margaret E. Heggan Free Public Library of Washington Township in Sewell, NJ seeks candidates for the position of Part Time Library Assistant to work an average of fourteen hours per week. The schedule includes Mondays from 10 AM – 4 PM, Wednesdays from 9:30 AM – 3 PM, and three out of four Sundays per month from 12:30 PM – 5 PM. Additional substitute hours may include evenings and weekends. This position reports to the Circulation Supervisor. Pay is \$17.58 per hour. All part-time library staff are eligible for accrued sick time based on the requirements of the New Jersey Paid Sick Leave Law. The selected candidate must enroll in the DCRP pension system, which is a mandatory payroll deduction of 5.5% of base salary. The library pays for all staff to be members of the NJ Library Association.

Responsibilities:

- Providing excellent customer service at all times
- Charging and discharging library materials while following policy and procedural guidelines
- Issuing new library cards and renewing existing accounts
- Searching for library materials and processing hold requests
- Answering telephones and assisting callers as needed
- Billing and accepting payment for library overdue fees and material charges
- Shelving books, straightening shelves, shifting materials, and reading shelves
- Processing computer guest passes and registering patrons for library programs via online software
- Operating a cash register, photocopy machine, and a facsimile machine
- Tactfully and politely ensuring that library patrons are adhering to Library Code of Conduct as needed
- Performing other duties as assigned at direction of supervisor

Requirements:

- High school diploma
- Ability to communicate well and follow directions while being detail-oriented
- Excellent computer skills with the ability to learn new software quickly
- Flexibility with schedule and ability to work additional hours during staff absences

Preferred:

- Prior experience working in a library and using the Dewey Decimal Classification System or prior experience working with the public
- Knowledge of and interest in reading materials and other items that may be borrowed at a public library

Applications will be considered as they are received and the position will be open until it is filled. Only candidates of interest will be contacted. Please note that this position is subject to NJ residency requirements per the NJ First Act. This is a year-round position and it is not seasonal. To apply, submit a cover letter, resumé, and contact information for three professional references with a subject line of PT Library Assistant to smikkelson@hegganlibrary.org with attention to Sheila Mikkelson, Library Director.