

## **PART-TIME LIBRARY ASSISTANT**

**Longport Public Library**

**Borough of Longport, NJ**

### MINIMUM QUALIFICATIONS

Applicants must possess: a high school diploma or equivalent,

Knowledge of personal computers and ability to instruct others on computer and web navigation

including smart phones and tablets.

Effective oral and written communication skills.

### PREFERED QUALIFICATIONS

An Associates' degree or from a two-year school.

Two years of public library experience.

Experience with customer service.

Experience with developing and executing programming for a range of age groups.

### DUTIES:

- 1. Shelve, sort, and inventory library materials.**
- 2. Complete circulation tasks such as checking in, checking out, searches, and regular production of reports and notices.**
- 3. Assist library patrons in finding materials and placing reserves.**
- 4. Assist with coverage at the service desk and museum**
- 5. Receive, inventory, and disperse orders received.**
- 6. Assist Library Director in maintaining the collection**
7. Plan and run library programs.
- 8. Communicate via phone, email, and other means to patrons.**
- 9. Perform other non-professional library tasks as directed.**
- 10. Staffs tables at library events.**

Requirements include an understanding of basic arithmetic, ability to sort alphabetically and numerically, and maintain office equipment.

Available to work as scheduled Monday to Sunday, including evenings and weekends

Valid driver's license and access to reliable transportation.

**SALARY/BENEFITS: Starting hourly rate is \$19.11**

**TO APPLY:** Must meet minimum qualifications to apply. Submit a formal letter and resume to Longport Public Library – 2305 Atlantic Avenue Longport, NJ 08403 –

Attn: Ricky Gerhardt or to [rgerhardt@longportpubliclibrary.org](mailto:rgerhardt@longportpubliclibrary.org).

Position will be opened until filled.

An Equal Opportunity Employer.