

## **Circulation Library Assistant (Part-time)**

Scotch Plains Public Library

The Scotch Plains Public Library is seeking two enthusiastic individuals to expand our customer service oriented Circulation team. The ideal candidates must enjoy working with the public and possess excellent interpersonal and communication skills.

### **Schedule**

12-19 hours per week, includes daytime, evening, and Saturday hours

### **General Summary**

- The Library Assistant performs general reception duties including fielding in-person and on the telephone informational and directional questions from patrons.
- Must be able to exercise judgment in public service situations and perform several jobs simultaneously.
- Performs procedures related to circulation of materials, including check in and out of library material, collection of fees and fines and registration of library members.
- Works effectively and courteously with the general public and other employees.

### **Education, Experience, and Training**

- High School diploma or equivalent required.
- Computer proficiency in Microsoft Windows and Office products required. Keyboarding skill required.
- Customer service experience in a library, office, or retail environment is required.
- Strong phone and interpersonal skills are required.
- Ability to learn the library's shelving and classification systems and shelve materials alphabetically and numerically is required.

### **Salary**

\$17.47 per hour

### **Application**

Applications will be accepted until the positions are filled. Please email cover letter, resume, and two references to Circulation Manager Ginette Bracke at [gbracke@scotlib.org](mailto:gbracke@scotlib.org). Only candidates scheduled for interviews will be notified. The Scotch Plains Public Library is a Civil Service facility and the applicant must comply with the New Jersey First Act.