Part-Time Library Assistant

The Union Township Public Library seeks a friendly, customer-service focused and energetic individual to fill a part-time position (12-18hrs/week) located at both the Vauxhall Branch and the Main Library’s Circulation desks, as well as our nearby temporary offsite location. With a new state-of-the-art Library opening in October 2024, this is a great time to join our team!

Candidates must be available to work evenings and a rotating Saturday. The ideal candidate will have the knowledge to perform all the duties of this position; a sample of these duties are listed below from the Civil Service job description for Library Assistant:

- Charges and discharges library material to users.
- Computes and collects fines and makes change.
- Answers patron inquiries pertaining to physical location of library material, library hours, offices and personnel, and availability and reserve of popular or new publications.
- Reviews library membership applications for completeness as to name, address, and similar personal identification, and records changes of such information.
- Lists overdue library material from card files and completes overdue notices for notifying patrons.
- Performs filing or shelving tasks involving the use of the Dewey Decimal Classification System and alphabetical filing systems beyond the initial letter of a word.
- Checks shelves to ensure materials are filed properly.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES:
- Knowledge of basic arithmetic using whole numbers.
- Ability to perform extensive alphabetizing beyond the first letter of a word.
- Ability to converse, speaking clearly, concisely, and courteously.
- Ability to comprehend and follow written and/or oral one-or-two step instructions.
- Ability to perform numerical filing beyond the initial digit of a sequence of figures.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.

Note: This is a Civil Service Position and will be subject to all rules applicable to NJ Civil Service.

To apply, print and complete our Job Application located at https://uplnj.org/employment-opportunities/ and email it (with PT Library Assistant in the subject line) to director@uplnj.org no later than February 9, 2024.