



HIGHLAND PARK PUBLIC LIBRARY

Library Assistant Full-Time Circulation Department

This person performs routine library circulation functions and provides excellent customer service. This position is essential in the daily functioning of the library.

SCHEDULE: 35 hours per week, with one regularly assigned evening shift. Regular rotating weekend hours are required.

SALARY AND BENEFITS: \$37,973 per year. The salary and generous benefits for this full-time position are in accordance with the agreement between the Highland Park Library and the Communication Workers of America, Local 1031. Additionally, Highland Park Public Library offers a strong commitment to staff training and development.

ESSENTIAL FUNCTIONS OF THE JOB

Responsibilities include, but are not limited to:

- Understanding and following established library policy and procedures
- Shelving, shelf-reading, and maintaining general orderliness of shelves and public areas
- Charging / renewing / discharging materials in an automated system
- Entering and updating library cards in an automated system
- Handling issues with overdue items and other account information
- Handling money through accepting fines and fees
- Handling incoming reserves and pulling expired holds
- Emptying internal and external book drops
- Answering the phone and responding to directional and informational questions
- Courier duties
- Following opening and closing procedures for the library building
- Other duties as assigned

REQUIREMENTS OF THE POSITION

- Must be at least 18 years of age

- Ability to understand, remember, and carry out oral and written directions
- Ability to communicate courteously and clearly with customers and staff
- Ability to sort alphabetically and numerically
- Ability to learn routine operations of computer equipment
- Knowledge of Windows environment, basic typing and mouse operation, use of email and standard office computer programs
- Ability to speak fluently in languages other than English highly desirable, but not required

PHYSICAL REQUIREMENTS

- The ability to stand, sit, walk, and stoop in provision of library service
- The ability to handle, reach for and carry materials up to 20 lbs.
- Dexterity to operate keyboards and other office equipment
- Visual acuity to read print and computer screens
- Vocal ability to communicate clearly and courteously with customers, co-workers and groups outside the library
- The ability to write clearly and effectively
- Hearing to perceive information at typical spoken word levels

TO APPLY

Email your letter of interest, resume and HPPL employment application to Michael Bobish at **director@hpplnj.org** with the subject line “**Library Assistant Position.**” Employment applications can be found at https://www.hpplnj.org/wp-content/uploads/2023/08/HPPL_Employment_Application_8_23.pdf .

This position remains open until filled; applications received by September 8, 2023 will receive priority. The only applicants contacted are those the library elects to interview.

The Borough of Highland Park and Highland Park Public Library are Equal Opportunity Employers (EOE). Applicants must comply with the "New Jersey First Act." All Highland Park Borough employees over 18 are required to complete a background check and hiring is contingent on a clean record.

updated 08/2023