



4 Municipal Plaza • Monroe Township, NJ 08831 • (732) 521-5000 www.monroetwplibrary.org

PART-TIME ADULT SERVICES LIBRARIAN OPENING

The Monroe Township Public Library seeks an enthusiastic, part-time Adult Services Librarian with strong customer service skills and hands-on experience with technology and library programming. Candidates must have an MLS from or be currently enrolled in an ALA-accredited program.

Duties may include:

- Assist patrons in discovering and locating library materials and resources in a variety of formats
- Respond to questions from public via phone, in-person, and online inquiries
- Aid patrons in the use of the online catalog and other Library digital resources
- Knowledge of automated system, including requesting materials from cooperating libraries
- Provide technology assistance, including public computers and personal devices, one-on-one appointments and other instruction
- Develop and implement stand-alone and/or on-going library programs
- Monitor activities in the Reference area
- Reader Advisory - recommend titles to patrons
- Assist in selecting and weeding materials
- Other tasks as assigned

Salary: \$32.96 per hour (MLS students may be considered at a prorated hourly rate)

Hours:

- 12 hours per week, including some evening and daytime hours
- Weekend hours are required and are in addition to the standard 12 hours per week
- Saturday and Sunday shifts are selected in rotation

This is a non-union position.

Please send resume and cover letter to Attention: Jennifer Rojas at jobs@monroetwplibrary.org by September 15, 2023.