

## **LINWOOD PUBLIC LIBRARY – JOB POSTING**

The Linwood Public Library in Linwood, NJ, seeks candidates for the position of Part-Time Library Assistant to work a range of 12-20 hours per week. The schedule includes afternoons, evenings, and regularly scheduled weekends. The library is open Monday through Saturday throughout the year.

### **Responsibilities:**

- Providing excellent customer service at all times
- Charging and discharging library materials while following policy and procedural guidelines
- Issuing new library cards and renewing existing accounts
- Searching for library materials and processing hold requests
- Answering telephones and assisting callers as needed
- Accepting payment for library overdue fees and material charges
- Shelving books, straightening shelves, and reading shelves
- Tactfully and politely ensuring that library patrons are adhering to Library Policies
- Assisting with coverage at the front desk
- Performing other duties as assigned by the director

### **Requirements:**

1. High school diploma
2. Ability to communicate well and follow directions while being detail-oriented
3. Excellent computer skills with the ability to learn new software quickly

### **Preferred:**

1. Availability to work evening shifts, flexibility with schedule, and ability to work additional hours during staff absences
2. Prior customer service experience or experience working with the public
3. Knowledge of and interest in reading materials and other items that may be borrowed at a public library
4. Willingness to support library programs and events or lead special interest groups

### **To Apply:**

Interested parties should obtain an application at the circulation desk. Linwood Public Library, 301 Davis Ave., Linwood. (609) 926-7991 ext. 1  
Deadline: May 3, 2024.