

LINWOOD PUBLIC LIBRARY

301 Davis Avenue, Linwood, New Jersey 08221 609-926-7991



Part-Time Library Assistant - Linwood Public Library

The Linwood Public Library in Linwood, NJ, seeks candidates for the position of Part-Time Library Assistant to work approximately 13 hours per week. This position is not eligible for benefits through the Library. Compensation is \$15.49/hour.

The Library is looking to cover the following shifts:

- 2:00-5:00 on Wednesdays
- 9:30-4:00 on Saturdays

Job Description:

Performs entry-level library support work. Job duties primarily involve assisting in the areas of technical services, circulation, and public services.

Primary Responsibilities:

Performs circulation duties such as:

- 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
- Accepting payment for library overdue fees and material charges
- Assisting with coverage at the circulation desk
- Processing new materials for circulation
- Using and maintaining the digital library database to help locate library materials

Performs general library housekeeping duties such as:

- Shelving books, straightening shelves, and reading shelves
- Organizing items like files, sign-up sheets, and hold requests
- Performing a variety of office support tasks such as operating and troubleshooting copiers, printers, and public computers
- Following daily opening and/or closing procedures

Performs customer service tasks such as:

- Answering standard questions regarding library services and policies both in the library and on the telephone; directing patrons to appropriate areas or departments
- Teaching people how to use the library resources, including some items in the Makery
- Tactfully and politely ensuring that library patrons are adhering to Library policies
- Assisting in direction and instruction of volunteers

Other duties:

- Providing excellent customer service at all times
- Assisting with programming
- Attending scheduled staff meetings
- 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

Special Requirements:

Ability to lift, pull and/or carry boxes of books weighing up to 50 pounds; mobility to stand, stoop, reach and bend to place and remove books from high book shelves up to 80 inches above floor level or from low book shelves up to 2 inches above floor level.

Preferred:

1. Availability to work weekend shifts, flexibility with schedule, and ability to work additional hours during staff absences. Priority will be given to those who are able to work weekend shifts
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
5. Basic knowledge of library terms and processes
6. Familiarity with Google Calendar, word processing programs, and Canva

To Apply:

Interested candidates should complete an application (available at the circulation desk or online) and return it to the circulation desk or email it to linwoodlibrary@linwoodlibrary.com.