



## JOB POSTING

**Title:** Library Assistant (Part Time)      **Salary:** \$16.50 an hour      **Open:** September 23, 2024

### DESCRIPTION

- Welcomes and serves all customers to the Mount Laurel Library
- Happily assist customers in person and by phone and email answering questions, checking materials in/out; redirecting questions to the appropriate person to ensure world class customer service
- Registers new borrowers for library cards and provides information on all the unique services offered by the Mount Laurel Library
- Handles fines and fees and reconciles money
- Runs daily circulation reports and library notices
- Supervises circulation volunteers
- Assists with building opening or closing procedures
- Approaches challenging customer situations with a caring demeanor
- Is a team member who welcomes and accepts input; seeks out advice on how to handle situations and supports team members by keeping them informed and offering help
- Performs other duties as needed

### REQUIREMENTS

- Knowledge of basic arithmetic using numbers up to two decimal places.
- Ability to perform extensive alphabetizing beyond the first letter of a word.
- Ability to converse, speaking clearly, concisely, and courteously.
- Ability to learn the Dewey Decimal system and other library filing systems
- 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 library.
- Ability to push and pull library book trucks weighing in excess of 120 lbs.
- Ability to carry up to 15 lbs. of library materials across the library
- Ability to stand for extended periods
- Ability to bend and stretch to reach high and low shelves
- High school diploma
- Applicants must comply with the "New Jersey First Act" and complete a background check

### SCHEDULE

Week 1: Wednesday 4-9, Friday 3-7, Saturday 9-5

Week 2: Wednesday 1-9, Thursday 3-9, Friday 1-7

Flexibility to cover additional shifts when needed preferred.

### BENEFITS

Paid sick and vacation

Submit cover letter and resume to Arlene Toussaint [atoussaint@mountlaurellibrary.org](mailto:atoussaint@mountlaurellibrary.org). Applications will be accepted until position is filled.

Mount Laurel Library, 100 Walt Whitman Avenue, Mount Laurel, NJ 08054