

**MOUNT LAUREL LIBRARY
JOB POSTING**

Title: Library Assistant Technical Services (Full Time)

Salary: \$29,500 - \$31,500 **Open:** March 8, 2017

DESCRIPTION

- Welcomes and serves all customers to the Mount Laurel Library
- Verify patron supplied information for requested material.
- Obtain interlibrary loan material for patrons using available resources such as JerseyCat.
- Process material for circulation. Return all borrowed material and retrieve overdue materials.
- Process requests from other libraries for interlibrary loans.
- Keep accurate records of all interlibrary loan transactions and compile statistics and reports as directed.
- Recommends purchase of requested materials.
- Process material orders using the acquisitions module of the library's automation system.
- Track backorders and cancellations.
- Perform routine maintenance and troubleshooting of library's automation system including daily & weekly data backup.
- Perform routine maintenance and troubleshooting of library's PC's including hardware and software installation and upgrades.
- 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 carry up to 15 lbs. of library materials across the library
- Ability to bend and stretch to reach high and low shelves
- High school diploma
- Previous experience as a Library Assistant and familiarity with Horizon ILS preferred.

SCHEDULE

35 hours per week. Monday – Friday 9-5

BENEFITS

Medical, dental, prescription coverage, eyeglass plan, retirement program, deferred compensation, paid sick, vacation and personal leave.

Submit cover letter and resume by March 22, 2017 to jobs@mountlaurellibrary.org
Mount Laurel Library, 100 Walt Whitman Avenue, Mount Laurel, NJ 08054