Full-time Library Assistant Position Available

Application deadline: March 29th, 2024
Fluency in Spanish and/or Portuguese preferred

Department: Circulation (account services)
Pay Rate: $17.98 per hour with vacation, personal, holiday, and sick time off benefits; medical, dental, prescription, and disability insurance; and NJ Public Employee Retirement benefits
Schedule: Monday to Friday with occasional evenings and every other Saturday

Definition: The Long Branch Free Public Library is the place where tradition and innovation meet. We are a nationally recognized library seeking a welcoming and energetic individual to join a stellar team. Our Circulation Department serves as the main point of contact for the library. We are seeking an individual with remarkable customer service and a true appreciation for the diversity of our city.

Examples of work:
● Checks in/out library materials to library users, issues library cards, reserves items, and responds to patron questions in person, on the phone, and electronically.
● Provide readers’ advisory services by developing knowledge of the library’s holdings, and patron’s reading habits.
● Check shelves to ensure materials are organized properly.
● Understand how to use the catalog and other online resources.
● Explain library policy to members of the public and other libraries as needed.
● Attend staff meetings and training as required.
● Completes periodic training and annual professional development as directed.
● Participate in additional tasks/projects as assigned by the Circulation Manager or Director.

Required knowledge and abilities:
● Ability to converse clearly and courteously with patrons and staff.
● Must have strong customer service skills.
● Must have strong computer and electronic skills.
● Strong organizational ability.
● Ability to comprehend, analyze and interpret policies and procedures of the library.
● Knowledge of books and various authors — background in literature helpful.

Required Qualifications: High school diploma or equivalent

This position is a civil service position
Please send resume to Cadene Patterson at cpatterson@longbranchlib.org
Phone: 732.222.3900 ext.2230