



WASHINGTON TWP PUBLIC LIBRARY

Technical/Adult Services Library Assistant

The Washington Township Public Library seeks a dynamic, service oriented, creative and detail-oriented individual who thrives in a collaborative environment to fill an upcoming vacancy.

Responsibilities include, but are not limited to:

- Processing new materials
- Maintaining the collection through reports
- Evaluating and repairing books and media
- Creating social media posts which highlight the library's programs, and other offerings
- Assisting in filling interlibrary loan requests
- Aiding in the set-up and/or recording of programs
- Assisting in the annual adult summer reading program
- Staffing the circulation desk
- Performing other duties as assigned at direction of the supervisor

Requirements:

- Excellent computer skills and familiarity with software, such as (G-Suite, Chrome, Canva)
- Fluency in social media and marketing
- Experience in Koha and JerseyCat are a plus
- Ability to communicate well and follow directions while being detail-oriented
- Good organizational and multitasking skills
- Ability to function in harmony with library rules, established procedures, and personnel in order to maintain a cordial work environment.

Preferred:

- Flexibility with schedule
- Prior experience working in a library and using the Dewey Decimal Classification System and prior experience working with the public
- Knowledge of, and interest in reading materials and other items that may be borrowed at a public library

Details:

- Salary: \$17.75 per hour for 18 hours per week (weekdays)
- All part-time library staff are eligible for accrued sick time based on the requirements of the New Jersey Paid Sick Leave Law
- Part-time employees entitled to pro-rated paid vacation after completing a probationary period
- The selected candidate is eligible for the DCRP pension system

How to Apply:

- Interested applicants should send their resume, cover letter and a completed WTPL Employment Application to The Washington Township Public Library 37 East Springtown Road Long Valley, NJ 07853 to the attention of Jacqueline Zuzzi, or send it via email to Jacqueline.zuzzi@wtpl.org

- Applications will be accepted until the position is filled. Only candidates who have been selected for an interview will be contacted