

Part-Time Library Assistant – Raritan Public Library

The Raritan Public Library is seeking a Part-Time Library Assistant to staff our Circulation Desk.

Housed in a historic landmark, the Raritan Public Library offers a rich collection of books, ebooks, magazines, DVD's, and digital resources, all waiting to be discovered. Raritan is one of the fastest-growing municipalities in New Jersey.

The position is for approximately 20 hours per week. We have flexibility with scheduling, but the position requires working one evening per week and one Saturday per month.

Duties Include:

- Assists patrons with the check-in/check-out process and hold requests.
- Sort and shelve library materials.
- Create new library cards and renew existing cards for patrons.
- Assists patrons with library technology, such as databases, catalogs, and computer applications.
- Collects monies for copies, faxes, fines, and lost or damaged items.
- Opens and closes the library.
- Perform general office tasks such as answering the phone, photocopying, downloading, and scanning materials.
- Answers questions from patrons, such as providing readers advisory, and general reference to patrons.
- Assists in the promotion of library programs and services.
- Assists with programming and outreach.
- Assists patrons in locating materials in the collection.
- Empties book drop.
- Assists with weeding and collection management.
- Cleans circulation materials and shelves as needed.
- Perform other duties as assigned.

Requirements:

- Must possess excellent interpersonal and communication skills to serve the public.
- Ability to readily adapt to a variety of assignments.
- Ability to work independently with minimal supervision and as part of a team.
- Candidate must be detail-oriented.
- Candidate must possess basic computer skills, such as ability to navigate in a Windows environment, use a Web browser, and standard Microsoft software. Ease in the use of computers and digital devices is essential.
- Be fluent in English sufficient to perform the duties of the position.
- Fluency in Spanish is a plus.
- Must possess the ability to handle frequent interruptions.

- Must be able to follow written and oral directions.
- Be able to lift 30 pounds and maneuver 50-pound library carts.
- Be able to retrieve library materials from both high and low-level shelving.

Experience and Education:

- Previous experience in an educational, retail setting, or customer service environment is required. Previous library experience is a plus.
- The applicant must possess a high school diploma or equivalent certification.

Compensation:

- \$16.75/ hour

Contact:

Send a cover letter and resume to Adam Petroski, Library Director, at apetroski@raritanlibrary.org.