

The Cedar Grove Public Library is looking for two Part-Time, tech-savvy, Library Assistants to join the Circulation Department. The circulation staff are the first people our patrons see and often the only ones they interact with – we are looking for people who are comfortable with the public, will talk up our services, provide readers advisory, can help answer computer questions, help with programming and the production of tutorials on how to use our resources. The ideal candidates will be able to ensure that our patrons leave happy, enforcing our policies, be creative, and be able to multitask.

RESPONSIBILITIES:

- Work the circulation desk
- Help record tutorials on how to use our resources
- Help with programming
- Be able to troubleshoot computer hardware/software and answer patron's computer questions
- Perform readers advisory
- Effectively communicate policies and procedures to our patrons
- May instruct patrons in the use of various library equipment.
- Assist with promoting programs and materials through displays, flyers, digital ads, bulletin boards, and speaking with patrons.
- Answers basic reference questions
- Assist with shelving and restocking displays
- Preparing and processing materials for circulation, under supervision
- Patron registrations
- Answering the phone
- Book repair
- Preparing and processing materials for circulation, under supervision
- Perform related duties as assigned

KNOWLEDGE OF:

- Principles, practices and philosophy of public library work, especially circulation.
- Principles of good public relations and customer relations techniques.
- Library circulation policies, tools, methods and procedures.
- Library computer applications and other standard computer applications.

QUALIFICATIONS:

- Broad understanding of social media, marketing, and public relations
- Demonstrated creativity
- Possesses active listening skills
- Customer service experience
- Knowledge of Microsoft Office products and Google apps.
- Previous library experience, video production experience, or graphic design experience preferred

ABILITY TO:

- Promote library programs and meet the needs of library patrons.
- Operate various office and circulation equipment.
- Use library automation and standard computers; use word processing
- Work evenings, Saturdays, and holidays, as required.
- Analyze situations accurately and take effective action.
- Communicate effectively both verbally and in writing.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to finger and grasp, handle, feel or operate objects, tools, or controls and talk or hear. The employee is occasionally required to climb, balance, stoop and crouch. Hand-eye coordination necessary to operate computers and various office equipment. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

HOURS: Up to 15 hours a week, one 4-hour Saturday a month. Schedule requires flexibility to work evenings.

SALARY: \$16.50 per hour

Please email your cover letter, resume, and three references in either Microsoft Word or PDF to Francine Falcone at falcone@palsplus.org address with Circulation Library Assistant Position in subject line. Hiring is contingent upon passing a background check. Please no walk-ins or phone calls. Applications will be accepted until a candidate is selected. Only those applicants selected to be interviewed will receive notification. The positions will be filled when suitable candidates are found.

Part-Time
Public Relations/Marketing
Circulation
Public/Adult Service