



JOB POSTING

#11-19

Title: Library Assistant (Part-time)

Location: Evesham Library

Salary: \$14.52 an hour

Open: March 14, 2019

DESCRIPTION

- Provides outstanding customer service by being attentive, approachable, kind and helpful.
- Assists customers in person and on the phone: answers light reference questions, checks materials in/out, handles fines and fees and reconciles money.
- Registers new borrowers for library cards and provides information on library services such as programming and events.
- Registers customers for programs and assistant them with using the catalog, eBooks and databases.
- Participates in Community Outreach events.
- Creates and maintains several display areas.
- Works the juvenile reference desk when scheduled.
- Other duties as assigned.

REQUIREMENTS

- Knowledge of basic arithmetic using whole numbers. Ability to perform extensive alphabetizing beyond the first letter of a word. Ability to converse, speaking clearly, concisely and courteously. Ability to push, pull lift and carry 40 lbs. or less on a sporadic basis with or without accommodation. Ability to stand for a minimum of 4 hours at a time with or without accommodation.
- Ability to plan and implement programs for adults or children a plus
- **Must be a Burlington County resident**

SCHEDULE

24 hours per week. Must be available days, at least one evening a week, 3 Saturdays a month, and 4 Sundays per year.

Submit an application/resume including **Job #11-19** by **3/24/19** to jobs@bcls.lib.nj.us

The mission of the Burlington County Library System is to enrich lives by providing opportunities for learning, growth and personal development.