



## **JOB POSTING #12-22**

**Title:** Full-time Library Assistant, Circulation

**Location:** BCL Headquarters, Westampton

**Salary:** \$31,832

**Open:** 06/16/2022

### **DESCRIPTION**

---

The Burlington County Library in Westampton is looking for an enthusiastic, service-oriented and self-motivated individual to join their circulation team. The individual will provide exemplary customer service by being attentive, approachable, empathetic and helpful and work with people of all ages and backgrounds. Some examples of duties include:

- Assist customers in person, online and on the phone; check materials in/out; accept fines and fees and reconcile cash drawer.
- Register new borrowers for library membership and provide information on library services and events.
- Participate in community outreach events.
- Event set up/break down of tables, chairs and other event support needs.
- Shelving of library materials.
- Participation in BCLS workgroups and CE opportunities.
- Ability to work independently on projects while collaborating on team efforts.
- 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.

### **SCHEDULE**

---

35 hours per week. Weekdays 8:30am-4:00pm; one evening a week 1:30pm-9:00pm. One Saturday a month; four Sundays a year. Flexibility a must.

### **WE OFFER**

---

Medical, dental, prescription coverage, retirement program, group life insurance, deferred compensation, sick, vacation, personal and holiday leave.

Submit a resume and cover letter including **Job #12-22 by June 30, 2022** to [jobs@bcls.lib.nj.us](mailto: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.*