



## JOB POSTING #06-24

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

**Location:** Pemberton Library

**Salary:** \$38,002

**Open:** 01/30/2024 – until filled

### ABOUT BCLS

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The Burlington County Library System (BCLS) consists of 15 locations and both a Mobile Library and a Mobile Learning Lab that travel to dozens of community touchpoints throughout the largest county in the state. In addition, a Library by Mail service expands our reach in new and unique ways. We are an organization committed to staff growth and continuing education to help our team keep up with the ever-changing library field. Our Inclusion, Diversity, Equity and Accessibility (IDEA) committee works continually toward inclusion goals and new and evolving work group projects ensure there are system-wide opportunities for employees to tackle large initiatives. Other highlights include a StoryWalk® on our adjacent County Parks grounds, a 250-seat auditorium hosting concerts, performers and events for all ages and an annual Book Festival celebrating all things reading! Flip through our [2022 Annual Report](#) for more about our recent initiatives!

### DESCRIPTION

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The Pemberton branch of the Burlington County Library System is looking for an enthusiastic, service-oriented, and self-motivated individual to join its team. The individual will provide exemplary customer service by being attentive, approachable, empathetic, and helpful while working with people of all ages and background. Some examples of duties include:

- Assist customers in-person, online, and over the phone; check in/out materials; accept fines/fees and reconcile cash drawer; register new borrowers for library memberships and provide information on library services and events.
- Follow and perform opening/closing procedures as well as shelve library materials.
- Participate in community outreach.
- Perform other duties as assigned.

### REQUIREMENTS

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- Knowledge of basic arithmetic using whole numbers. Ability to perform extensive alphabetizing beyond the first letter of a word. Ability to converse by 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

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Full-time, 35 hours per week, evenings and weekends. Four Sundays per year. Flexibility a must for outreach events.

Submit a cover letter and resume to [jobs@bcls.lib.nj.us](mailto:jobs@bcls.lib.nj.us) with **Job #06-24** in the subject line.