



JOB POSTING #12-24

Title: Library Assistant, Full-time

Location: Burlington County Library, Westampton

Salary: \$38,002

Open: 03/15/2024

ABOUT BCLS

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

The Burlington County Library in Westampton is looking for an enthusiastic, energetic, service-oriented, and self-motivated Library Assistant. Examples of duties:

- Provide outstanding customer service by being attentive, approachable, kind, and helpful.
- Assist customers in-person, online, and over the phone.
- Check materials in/out; accept fines and fees; reconcile cash drawer.
- Register new library memberships and provide information on library services and events.
- Assist the Circulation Supervisor with ongoing collection management projects.
- Participate in community outreach events.
- Other duties as assigned.

REQUIREMENTS

- Ability to work both independently on projects and as part of a collaborative team.
- Knowledge of basic arithmetic using whole numbers; ability to perform extensive alphabetizing beyond the first letter of a word; ability to communicate clearly, concisely, and courteously.
- Ability to push, pull, lift, and carry 40lbs or less on a sporadic basis with or out without accommodation.

SCHEDULE

35 hours per week, including evenings and weekends. Four Sundays per year. Flexibility a must.

Submit a cover letter and resume to jobs@bcls.lib.nj.us with **Job #12-24** in the subject line.