



## JOB POSTING

#37-18

**Title:** Library Assistant (Part-time)

**Salary:** \$14.52 an hour

**Location:** County Library, Children's Department

**Open:** November 27, 2018

### DESCRIPTION

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- Provides outstanding customer service by being attentive, approachable, kind and helpful
- Works at the Youth Services desk assisting customers with questions and reader's advisory
- Provides assistance at the public computers and printers
- Helps with program preparation, programming and outreach to children and families
- Inspires a connection to all facets of the library by directing customers to programs, materials, learning resources and more
- Assists with collection maintenance
- Performs other duties as needed

### REQUIREMENTS

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- Ability to converse, speaking clearly, concisely, and courteously
- Ability to comprehend and follow written and/or oral one-or-two step instructions
- Must be a Burlington County resident
- *Knowledge of Microsoft Word, Publisher and Excel, a plus*

### SCHEDULE

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24 hours per week with flexibility. Monday-Saturday schedule TBD. Occasional Sunday's.

Submit an application including **Job#37-18 by 12/5/18** 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.***