



JOB POSTING

#21-21

Title: Library Assistant, Part-time
Location: County Library-Westampton

Salary: \$ 14.80
Open: 10/5/2021

DESCRIPTION

- Provides outstanding customer service by being attentive, approachable, kind and helpful.
- Assists customers in person and on the phone, 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 events.
- Shelves materials, empties book drop, and performs opening/closing procedures.
- Participates in community outreach events.
- Assists Events Department with room set-ups and event hosting.
- 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.
- **Must be a Burlington County resident.**

SCHEDULE

24 hours per week. Schedule TBD. Must be available for day time and evening shifts. Alternating Friday evening and Saturday day shifts. Occasional Sundays.

Submit a resume including job# by via e-mail: jobs@bcls.lib.nj.us, closing date **10/20/2021**.