



LIBRARY SYSTEM

Linda A. Devlin, Director

Open: 09/17/21

Close: 10/08/21

Job Title: Library Assistant **Job Posting 040-21**

Department: William G. Rohrer Memorial Library Haddon Township Branch

Salary: \$15.00 per hour

Schedule: 30 hours per pay period (Two weeks)
 Schedule based and adjusted on Library needs
 Schedule includes: Mornings, Afternoons, and Saturdays

The Camden County Library System serves over 330,000 County residents. Our staff make customer service and community engagement a priority and strive to help communities reach their aspirations through library services. We strive to provide creative and innovative services and are guided by core values such as intellectual freedom, lifelong learning, integrity and diversity, equity and inclusion. Our Library serves everyone in our communities and seeks to remove barriers to services and create a welcoming and safe environment.

Description of Duties

Under general supervision, primary duties include performing a variety of public service tasks, including but not limited to, checking library materials in and out, registering customers for library cards and programs, processing holds, answering general questions from the public both in person and on the telephone, assisting customers in locating materials, shelving materials, providing basic computer assistance, providing curbside service, and other related duties as required. May be scheduled at other branches as needed.

Education/Certification/Experience/ Requirements:

- Knowledge of basic arithmetic using whole numbers.
- Ability to perform extensive alphabetizing beyond the first letter of a word.
- Ability to converse courteously in person and using other methods of communication
- Ability to comprehend and follow written and/or oral one-or-two step instructions
- Knowledge of KOHA and Dewey Decimal System and Basic Computer Skills a plus.
- Appointee may be required to possess a driver's license valid in New Jersey if the operation of a vehicle is necessary to perform the essential duties of the position.

Applications of current employees will be reviewed first, then, other applications will be reviewed in the following order: residents of Camden County, Contiguous County Residents, NJ State Residents. If the chosen applicant is a not a New Jersey resident, he or she must become a bona fide New Jersey resident to be appointed to the position within the timeframe designated by the Library, not to exceed one year.

Employment applications may be obtained at any of our branches or on our website and can be directly uploaded at:
<http://www.camdencountylibrary.org/employment-library> or you may submit your completed application to the address below.

Completed applications are due in the Human Resources Office by **October 8, 2021 at 2 PM.**

Camden County Library, Department of Human Resources
203 Laurel Road
Voorhees, NJ 08043 or Fax: 856-772-2761
E-mail: humanresources@camdencountylibrary.org

**Job Posting Number and position title must be in the subject line if sending via email. Failure to submit a completed application or to indicate job posting number may be reason for your application not to be considered.* The chosen candidate may be required to complete and pass a background and drug screening process.

The Camden County Library System embraces diversity and seeks candidates who will contribute to a climate that supports patrons and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented identities to apply. The Camden County Library is an Equal Employment/Affirmative Action Employer.

We meet the learning, recreational and information needs of our customers, providing an open environment for our community.

Dream Explore Imagine

Anthony P. Infanti Bellmawr Branch Library • Gloucester Township Blackwood Rotary Public Library • M. Allan Vogelson Regional Branch Library
Merchantville Public Library • Riletta L. Cream Ferry Avenue Branch-Camden • Nilsa I. Cruz-Perez Downtown Branch - Camden
South County Regional Branch Library • William G. Rohrer Memorial Library-Haddon Township Branch