

Library Assistant

Free Public Library of Audubon

Audubon, NJ

\$15.00/hr – Part-time

ANNOUNCEMENT:

The Free Public Library of Audubon is seeking an enthusiastic individual who is energized by providing excellent customer service to fill the position of Library Assistant. This is a part-time, at-will position, and may include day, evening and/or weekend shifts.

GENERAL DESCRIPTION:

Under general supervision, while providing excellent customer service, the incumbent will perform a wide range of circulation and customer service related functions. Typical duties include: staffing the circulation desk, providing direct assistance to patrons, checking in and out various library materials, issuing library cards, assessing or adjusting fines, recording monetary transactions, preparing library materials for circulation, submitting interlibrary loan requests, shelving library materials, and shelf-reading.

ESSENTIAL FUNCTIONS:

Any of the following duties may be performed. These examples are representative and do not include all specific tasks an incumbent may be expected to perform:

DUTIES :

- Perform all activities associated with the circulation function of Free Public Library of Audubon including: all transactions pertaining to the Integrated Library System (ILS); preparation of daily receipts reports; administering library policies, procedures and services; providing excellent and welcoming customer service in person and over the telephone; responding respectfully to patron complaints and concerns; copying, faxing and scanning documents at patrons' requests; entering and tracking interlibrary requests; and assessing and/or adjusting fines and fees for damages, late returns, lost materials and other issues.
- Respond to patron requests for information and direction, referring to other qualified staff as appropriate. Assist patrons with basic reference information.
- Assist patrons in accessing computer programs such as email and using the Internet. Assist patrons with accessing online library resources such as Overdrive and EBSCO databases, and provide support for access on patron devices. Assist with current and emerging library technology. Assist in promoting library programs, information, services and materials.
- Assist with displays and other library promotional and informational materials.
- Perform basic paging responsibilities as needed, such as shelving, shelf-reading and book drop.
- Prepare the library for opening and securing the library at closing.
- Assist with maintaining a clean, welcoming and safe library environment.
- May assist with training and programming.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES :

- Ability to maintain regular and reliable attendance.
- Ability to provide excellent, efficient customer service to all patrons, staff and volunteers, in a busy public environment.
- Ability to work independently with limited direction or supervision.
- Ability to establish and maintain effective working relationships with library staff, patrons and volunteers.
- Ability to handle money, give correct change and prepare receipt reports required for each day.
- Ability to sort and file alphanumerically and to perform basic mathematical computations, including ability to navigate the Dewey Decimal System.
- Ability to perform essential functions of the position utilizing the library's technology, including a basic knowledge of Windows environment, the internet, email programs, copier/scanner utilization and other office machines, and ability to utilize and navigate the Library's ILS.
- Ability to communicate effectively orally and in writing.
- Ability to follow detailed written or verbal procedural instructions accurately, with willingness to seek clarification.
- Ability to acquire and effectively implement knowledge of library policies and procedures and to use independent judgment to resolve circulation and patron problems within established guidelines and sufficient training.

- Ability to work a schedule that may change periodically, including evenings and weekends. Willingness to being flexible to meet the needs of the Library.

PHYSICAL REQUIREMENTS :

- Requires the ability to stand or sit for extended lengths of time
- Requires the ability to stoop, crouch, reach, and walk in provision of library service
- Dexterity needed to handle books, keyboard, and operate office machines
- Requires the ability to read print and computer screens
- Requires the ability to carry light loads and/or push a book cart

LIBRARY EXPECTATIONS

- Excellent customer service for patrons and co-workers.
- Knowledge and support of the Free Public Library of Audubon's principles of intellectual freedom.
- Knowledge and support of the Free Public Library of Audubon's policies and procedures.
- Ability to work effectively within a team.
- Ability to adapt to rapidly changing information, technology, work procedures and library services.
- Ability to maintain confidentiality in dealing with patron and/or employee records.

SCHEDULE

This is a part-time, at-will position. The schedule will be determined by the Director upon hire and may include weekends and evenings. Please note that schedules are subject to change to meet the needs of the library.

QUALIFICATIONS AND EXPERIENCE

High school diploma or GED. Experience working in a public library environment preferred.

BENEFITS & SALARY

Benefits are not included. Compensation is \$15.00 per hour.

APPLICATION INSTRUCTIONS

To apply for this position, please provide a complete employment application, a resume and a list of three references to Akiema Buchanan, Director, by email at info@audubonlibrary.org. Alternatively, provide in person a complete application packet to The Free Public Library of Audubon, 239 Oakland Avenue, Audubon, NJ, 08106. **Blank employment applications are available at the library: email Akiema Buchanan at the above address or visit in person to obtain a blank application.**

Should you need any accommodation and/or assistance with the application process please email Akiema Buchanan, Director, at info@audubonlibrary.org or call the library at 856-547-8686.

Any questions may be directed to Akiema Buchanan by email at info@audubonlibrary.org or by telephone at 856-547-8686.

Applications will be accepted until close of business on 12/8/23.