

## JOB POSTING

**Title:** Library Assistant (Part Time) 2 positons     **Salary:** \$9.50 an hour

**Open:** June 13, 2017

### DESCRIPTION

- Welcomes and serves all customers to the Mount Laurel Library
- Happily assists customers in person and by phone and email answering questions, checking materials in/out; redirecting questions to the appropriate person to ensure world class customer service
- Registers new borrowers for library cards and provides information on all the unique services offered by the Mount Laurel Library
- Handles fines and fees and reconciles money
- Runs daily circulation reports and library notices
- Supervises circulation volunteers
- Assists with building opening or closing procedures
- Approaches challenging customer situations with a caring demeanor
- Is a team member who welcomes and accepts input; seeks out advice on how to handle situations and supports team members by keeping them informed and offering help
- Performs other duties as needed

### REQUIREMENTS

- Knowledge of basic arithmetic using numbers up to two decimal places.
- Ability to perform extensive alphabetizing beyond the first letter of a word.
- Ability to converse, speaking clearly, concisely, and courteously.
- Ability to learn the Dewey Decimal system and other library filing systems
- Ability to comprehend and follow written and/or oral one- or two-step instructions.
- Ability to perform numerical filing beyond the initial digit of a sequence of figures.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the library.
- Ability to push and pull library book trucks weighing in excess of 120 lbs.
- Ability to carry up to 15 lbs. of library materials across the library
- Ability to stand for extended periods
- Ability to bend and stretch to reach high and low shelves
- High school diploma

### SCHEDULE

Position 1: Monday 9-3, alternating Thursdays 9-1, alternating Fridays 12-4, alternating Saturdays 9-5 (14 hours per week average)

Position 2: Tuesday 9-1, alternating Thursdays 9-1, alternating Fridays 12-4, alternating weekends Saturday 9-5 and Sunday 11-5 (15 hours per week average)

Flexibility to cover additional shifts when needed preferred.

Positions open until June 27, 2017 or until filled.

Submit cover letter and resume to Arlene Toussaint [atoussaint@mountlaurellibrary.org](mailto:atoussaint@mountlaurellibrary.org)

Mount Laurel Library, 100 Walt Whitman Avenue, Mount Laurel, NJ 08054