

## **METUCHEN PUBLIC LIBRARY**

### **Job Title: Part-Time Library Assistant**

Metuchen Public Library is seeking a part-time Library Assistant who is dedicated, enthusiastic, flexible, tech-savvy, and is a great team player. The ideal candidate will need to have excellent customer service skills, enjoy working with the public and provide services to an engaged community.

### **Job Summary:**

The library assistant will be responsible for circulation duties, providing simple reference and basic reader's advisory services, and perform basic assistance on library technology. The position may include technical services and other duties as assigned.

The position is approximately 10-15 hours per week, a commitment to cover weekends on Saturday and Sunday in a rotation.

### **Responsibilities include but are not limited to:**

- Creates and maintains a welcoming, organized, accessible and safe environment for patrons and staff.
- Charges and discharges library material
- Issues, updates and manages library cards, lost cards, and library user accounts
- Collects library fines and fees for library materials and services
- Handles and processes the library incoming and outgoing holds
- Provides directional and simple reference services in person or over the phone
- Assists with library curbside pickup or other services assigned
- Performs basic public assistance on library computers, scanner, copier, and fax machine
- Sorts and distributes incoming mail and processes periodicals
- Shelves library materials, does shelf-reading and
- Other related duties as assigned

### **Qualifications/Requirements:**

- Strong interpersonal skills
- Ability to speak, write and communicate effectively in English
- Strong commitment to providing excellent customer services
- Computer literacy including basic knowledge and skills of MS Office and Windows
- Ability to resolve customer computer issues
- Experience with tablets and other electronic devices

- Ability to assist with computer maintenance and updates
- Ability to learn and adopt new technology
- High School diploma or equivalent technical or trade school
- Ability to bend, push, reach and lift up to 25 lbs.

**Salary:**

- Starting at \$ 13.00 per hour (based on experience)

Interested candidates, please email resume with cover letter, and two references to Hsihsi Chung, Library Director, Metuchen Public Library, 480 Middlesex Ave, NJ 08840, at [hsichung@lmxac.org](mailto:hsichung@lmxac.org). Only candidates selected for interviews will be notified. Employment offers are conditional upon a successful background and reference check and include a six-month probationary period. Metuchen Public Library is an Equal Opportunity Employer. Applicant must comply with the "NJ First Act".