

Pequannock Township Public Library
Circulation Assistant – Part-Time

The Pequannock Township Public Library is seeking an enthusiastic and customer service-oriented individual part-time to assist at a very busy Circulation Department in all functions of the daily routine of the Library.

General Responsibilities

- Charges and discharges materials
- Informs patrons of fines, accepts payment and records payment
- Arranges materials to be shelved accordingly
- Registers patrons for library cards and programs
- Answers phone in a professional and courteous manner
- Answers general information and directional questions
- Searches for items on the daily pick list
- Reads shelves to maintain order
- Check in daily newspapers
- Assists patrons with the copier, printer
- Replaces toner and print cartridges as needed
- Sends faxes for patrons
- Assists patrons with our Museum Pass Program
- Participates in closing procedures
- Works on technical service projects when appropriate
- Performs ILL procedures

Qualifications:

College degree preferred. Computer skills necessary.

High school diploma (or GED) and three years of experience in library or other customer service work, or any equivalent combination of education and experience.

The schedule is as follows: Mondays 1-9 p.m. Tuesdays, and Fridays 12-5 p.m. for a total of 17.5 hours/week, plus a weekend rotation every 3rd Saturday 9:30-4 p.m.

Compensation \$16.00/hour.

To apply:

Please email a cover letter, and resume to Jean Moroz, Director, at jean.moroz@pequannocklibrary.org