

## **Pequannock Township Public Library**

### **Part-time Adult Services Librarian /Library Assistant**

The Pequannock Township Public Library is seeking an enthusiastic and creative person for a Part-time Adult Services Librarian/Library Assistant to join our team. The primary responsibilities include staffing the Information Service desk by providing support to patrons in person and over the phone with questions regarding library materials, technology, devices.

#### **Job Duties:**

- Works to provide appropriate resources for education, enrichment, enlightenment and enjoyment.
- Greets patrons in a friendly and courteous manner.
- Answers patrons' questions or concerns regarding locating material, provides instruction in use of library's catalog, equipment, databases and digital products.
- Help with young adults, programs, and oversee the teen cafe.
- Create promotion material for all teen and adult events and utilize various social media outlets to promote, engage and inform.
- Create and maintain teen and adult book displays.
- Assist with other departments and duties as assigned.
- Lead activities such as book clubs, tutorials, arts & crafts workshops.
- Setup and breakdown program spaces, including rearranging furniture, preparing materials and ensuring technology is ready.
- Enforce Library rules of conduct and policies with patrons.
- Knowledge of ILL systems, Knowledge of Google suites for data management and statistics.

#### **Qualifications:**

Three years of library experience in a Public Library. Will consider a library student working on a Master's Degree in Library and Information Science from a library school accredited by the American Librarian Association. Possesses a NJ Professional Librarians Certificates.

Daytime, evening, and Saturday hours required. Knowledge of KOHA+, Strong computer skills (Word Press, Microsoft Suite, Google, Canva).

Ability to perform the job with or without reasonable accommodation. Able to sit, stand, bend, kneel, climb, push and pull. Ability to lift up to 25 pounds.

**Compensation:** \$25.00/hour for Librarian; Library Associate, \$18-22/Not to exceed 25 hours per week.

**Hours:** Monday & Wednesday 2-9 pm, Friday 9am-3pm plus rotating Saturdays 10am-4pm

**Deadline** Applications will be accepted until the position is filled. **To apply:**

Email a cover letter, resume, and 3 references to Jean Moroz, Library Director, at

[jean.moroz@pequannocklibrary.org](mailto:jean.moroz@pequannocklibrary.org)