

Job Opening--South Brunswick Public Library

Library Assistant

Borrower Services and Mobile Branch

Part-time/16 hr/week position

Hourly rate: \$16.69 pay rate for 2023 (\$17.03 for 2024)

The South Brunswick Public Library is home to a diverse, growing community that values all the services the Library provides. Our staff is dedicated to providing excellent customer service through innovative programming, community engagement and outreach. Our Mobile Branch provides additional outreach by bringing library material to our local pre-schools, senior center, neighborhoods and shopping centers.

Our Library is embarking on a multi-million-dollar construction project to expand and repurpose our building. We are excited to bring new team members aboard as we build our next chapter at the South Brunswick Public Library.

SBPL is seeking a friendly, self-motivated and detail-oriented person to work in our Borrower Services Department at the main Library and on our Mobile Branch. The ideal candidate should be comfortable assisting customers at our main Check-Out Desk and working independently on the Mobile Branch. Readers who love to share recommendations a plus!

Hours will include Monday mornings, Wednesday afternoons, Thursday nights, and alternating weekends (12-5 on both Sat. and Sunday). Additional hours may be available.

Primary Job Responsibilities:

- Check material in/out, renew items, issue new library cards and assist patrons both in person and over the phone.
- Promote library programs and material through customer interaction.
- Assist patrons on the floor to use self-checkout machines and troubleshoot machines when errors occur.
- Special projects as assigned.

Additional Responsibilities on Mobile Branch:

- Assist patrons in locating material
- Provide reader recommendations to patrons.
- Place holds on material for patrons.
- Represent the Mobile Branch at special Township events when available.

Required Knowledge and Abilities:

Ability to:

- Speak, write and communicate effectively in English.
- Think independently and problem solve.
- Provide friendly, high quality service to library customers.
- Maintain effective working relationship with both the public and colleagues.

- Perform basic math functions, including working with the cash register to give change.
- Learn the library's automated circulation system, policies, and procedures.
- Bend, reach and lift up to 25 lbs to perform the physical tasks at the Library, including but not limited to emptying bins, packaging books, handling donations. Must also be able to push a cart full of library material.
- Adapt to changing computer technology.
- Work a flexible schedule.

Qualifications:

- High school graduate minimum, some college preferred.
- Library background or related customer service strongly preferred.
- Basic computer literacy.
- Strong keyboarding/typing skills.
- Fluency in another language other than English a plus.
- Knowledge of bestsellers and popular adult and children's authors

Please submit job application available on website at www.sbpl.info along with resume and cover letter to:

Judy Pietrobono
Assistant Director
South Brunswick Library
110 Kingston Lane
Monmouth Junction, NJ 08852

Or email to jpietrobono@sbpl.info. Applications will be accepted until the position is filled. Priority will be given to applications received by Monday, November 13.

South Brunswick and the South Brunswick Public Library are Equal Opportunity Employers.