

Announcement #: P-220-17-43 – Please use this announcement number on all correspondence.

Open: 05/16/17

Schedule: Part time - 21 hpw (Winter: Sun: 1-5; Mon: 9-5; Wed: 4-9; Fri: 12-5)
(Summer: Mon: 9-5; Wed: 1-9; Fri: 9-5)

Title: Library Assistant or Senior Library Assistant

Location: Toms River – Information Services

Salary: \$13.74 per hour

REQUIREMENTS:

Library Assistant – entry level

Applicants will demonstrate the following: Genuine enthusiasm for serving and assisting a diverse public to have a positive experience at the library; professionalism; ability to listen to and understand a customer's request.

Senior Library Assistant – full performance level

To be appointed to this title, applicants must have one year of experience which demonstrated a practical knowledge of library functions, services, terminology, techniques, procedures, and tools. Successful completion of one year (30 semester hour credits) in a librarian technician course at an accredited college or university can be substituted for the above experience.

CUSTOMER SERVICE PHILOSOPHY:

Ocean County Library connects people and builds community, transforming lives. The library is committed to fostering a welcoming and inclusive environment for all customers.

GENERAL DESCRIPTION:

Toms River Information Services is seeking a library assistant who enjoys customer service, demonstrates outstanding communication skills, has the desire to learn new skills in reference service (both classic and electronic resources) and who wants to join a team of co-workers serving adults and teens.

Experience in Microsoft Office suite, especially Word, Excel, and PowerPoint, is required. Experience in OCL owned databases and internet searching is highly desirable. If you are a lifelong learner, detailed oriented and love to hunt down the elusive facts a customer wants, this might be your job.

Duties include but are not limited to:

- Staffing the Adult Services Information Desk and assisting librarians with answering reference questions in person and by phone.
- Assisting librarians in the weeding of reference and nonfiction circulating collections.
- Teaching computer classes like Basic Mouse, Email, Internet and Microsoft Office Suite.

Knowledge, Skills, and Abilities:

- Ability to understand and follow Ocean County Library policies and procedures
- Ability to meet Ocean County Library's Reference Competencies Level I within one year of employment.

ELIGIBILITY AND QUALIFICATIONS:

Those OCL employees currently serving in a temporary position or unclassified monitor title are welcome to bid on this position. Eligible candidates will be referred in the following way:

1. Permanent OCL employees in order of union seniority
2. Temporary library assistants
3. Monitors

Library Assistants receive a provisional appointment to the Senior Library Assistant title after 2 years of successful performance and supervisory approval. Failure to apply for and successfully complete the Civil Service promotional examination process for Senior Library Assistant may result in demotion or termination.

NOTE:

Submit all application materials to:

Ocean County Library
Human Resources
101 Washington St.
Toms River, NJ 08753
(Attn: Justine Dambroski)Or

via email to: jdambroski@theoceancountylibrary.org

Facsimiles may be sent to (732) 341-3044

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