

**Summer Seasonal Employment Opportunity
Announcement Number T-114-17-46**

Title: Library Assistant
Salary: \$13.74 per hour
Opens: May 18, 2017

Location of Vacancy: Point Pleasant Beach Branch

Schedule: 14 hpw - Tues: 1-6; Thurs: 10-3; Fri 1-5

Status: Temporary (Seasonal)

CUSTOMER SERVICE PHILOSOPHY:

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

Library Assistant Job Duties

Applicants will demonstrate the following: enthusiasm for serving and assisting a diverse public to have a positive experience at the library; professionalism; knowledge of basic arithmetic and ability to perform extensive alphabetizing beyond the first letter of a word; ability to listen to and understand a customer's request; ability to comprehend and follow written and/or oral one-or two step instructions.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Examples of Work:

- Check in/out/renew library materials
- Calculate and collect fines
- Register customers for library cards
- Assist customers in finding materials
- Answers patron inquiries pertaining library hours, offices and personnel, and the availability and ability to place holds on popular or new publications.
- Rotating Assignments including: processing of daily delivery; hold lists; drop ship; data entry assignments (such as compiling programming information for publicity deadlines); processing return mailers and meeting room set-up for program support.

Knowledge, Skills, and Abilities:

- Ability to work harmoniously with peers, subordinates, and customers by actively creating an atmosphere of respect and inclusion
- Ability to understand and follow Ocean County Library policies and procedures
- Performs filing/shelving/searching tasks involving the use of the Dewey Decimal Classification System and alphabetical filing systems beyond the initial letter of a word.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the library including word processing, the library circulation and catalog modules, telephone system, photocopiers, fax machines, etc.

Submit all application materials to:

Ocean County Library
Human Resources (Attn: Donna Cardinale)
101 Washington St.
Toms River, NJ 08753

Or

via email to: dcardinale@theoceancountylibrary.org

Facsimiles may be sent to (732) 341-3044

Please be sure to include the announcement number on all correspondence

Applications may be printed from our website, www.theoceancountylibrary.org, by clicking through the drop down menu, Library Quick Links, in the upper right corner; then click on Jobs @ the Library. In addition, hard copies may be picked up at any branch of the Ocean County Library.

The Ocean County Library is an Equal Opportunity Employer committed to workforce diversity.