

Announcement #: P-101-18-107 – Please be sure this announcement number appears on all correspondence, including the subject line of your email bid.

Open: 12-06-2018

Close: when filled

Schedule: Part- time 15 HPW week: Mon, every other Wed, Thurs, every other Sat: 11-4

Location: Barnegat Branch (must be resident of Ocean County to apply)

Title: Library Assistant

Salary: \$13.74/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; 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.

Senior Library Assistant – full performance level

To be appointed as a Senior Library Assistant, applicants must meet Civil Service requirements which demonstrate 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. The library is committed to fostering a welcoming and inclusive environment for all customers.

GENERAL DESCRIPTION:

Library Assistant is an entry-level position, which may move into the classification of Senior Library Assistant upon the successful completion of one year's employment. The Library Assistant/Senior Library Assistant serves as part of the branch team in providing service to all customers at the Circulation Desk. Under the direction of the Branch Manager/Circulation Supervisor, the Library Assistant/Senior Library Assistant is familiar with the Ocean County Library Mission, Goals, Values and commitment to diversity.

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.
- Ability to meet Ocean County Library's Reference Competencies Level I within one year of employment.

ELIGIBILITY AND QUALIFICATIONS:

Applicants must be Ocean County residents.

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 application (and resume) to:

Ocean County Library
Human Resources Department
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

Please be sure to include the announcement number on all correspondence

Application can be found by clicking on the link: <http://theoceancountylibrary.org/Jobs/OCLjobs.htm>

In addition, hard copies may be picked up at any branch of the Ocean County Library.