JOB ANNOUNCEMENT

# T-300-18-54

Title: Library Assistant [Circulation Services]  
Open: 06-20-18

Location: All locations throughout Ocean County  
Close: 06-27-18

Salary: $13.74 per hour  
7 Temporary positions to last up to 6 months

Schedule: Part-time; schedule range from 15 to 21 hours per week.

Important notice: This announces the opportunity for qualified residents of Ocean County to submit applications for consideration for temporary appointments to part-time library assistant positions at all of the Ocean County Library’s 21 branches and reading centers. The candidates who meet the eligibility requirements identified below in response to this announcement will be available for consideration in filling vacant part-time positions as needed.

Customer service philosophy. The Ocean County Library connects people, builds community and transforms lives. The Library is committed to fostering a welcoming and inclusive environment for all customers.

General Duties and Responsibilities

Under close supervision, performs a variety of routine tasks associated with circulation services; performs related duties as required.

Typical work examples

- Checks library materials in and out.
- Computes and collects fines and makes change.
- Answers customer inquiries including but not limited to library hours of operation; physical location of library material; branch locations; and availability of popular or new publications.
- Uses various types of electronic and manual recording and information systems associated with circulation services and functions.

Qualification Requirements

There are no specific work or education requirements necessary for appointment to this title. Eligible candidates will be ranked according to their application materials.
Knowledge, skills and abilities

- Ability to perform extensive alphabetizing beyond the first letter of a word and ability to perform numerical filing beyond the initial number.
- Ability to converse, speaking clearly, concisely, and courteously.
- Ability to comprehend and follow written and oral instructions.
- Ability to interact respectfully and positively with diverse customers.
- Ability to use various types of electronic and or mechanical recording and information systems, such as personal computers, scanning devices, electronic copiers, facsimile machines, and related devices.
- Skill in handling cash transactions.

Eligibility requirements

The following requirements must be met in order to meet the minimum eligibility requirements for employment under this announcement.

1. **Ocean County residency.** Applicants must be a resident of Ocean County, New Jersey. Candidates who reside outside Ocean County will be found ineligible and no further action will be taken on their application.
2. Completion of the OCL Employment Application. Care should be taken to describe work experiences and or education.
   - In addition, other practical skills not specifically noted (for example, proficiency in a second language) should be clearly stated on the application.
   - Failure to provide the information necessary to determine demonstrated performance may result in the applicant not being considered for an interview.
3. Submission of all application materials must be received by the closing date identified above. Any materials received after the closing date will not be eligible for consideration.
4. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the Library undue hardship, such persons may not be eligible.

How to apply:

Interested candidates must send Ocean County Library employment application, resume and cover letter, no later than 5pm on the closing date listed above, to:

The Ocean Country Library
101 Washington Street
Toms River, NJ 08753
Attn: Donna Cardinale, Human Resources

Applications may also be emailed to dcardinale@theoceancountylibrary.org or faxed to 732-341-6043.
Applications may be printed from our website, [www.theoceancountylibrary.org](http://www.theoceancountylibrary.org), scroll down and click on Jobs at the Library on the lower right side. In addition, hard copies may be picked up at any branch of the Ocean County Library.

Please direct all inquiries to Donna Cardinale at 732-349-6200 extension 5932.

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