



Open: 01/15/26 Close: 02/04/26

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| Job Title: | Principal Library Assistant | Job Posting 003-26 |
| Department: | Anthony P. Infanti Bellmawr Branch Library | |
| Salary: | Starting rate \$17.8486 per hour (\$32,484.45 annually) Eligible for Sick, Vacation and Holiday Pay NJ Pension eligible position Medical and Prescription benefit eligible position | |
| Schedule: | 35 hours per week/70 hours pay period (Two weeks) Schedule includes: Days, nights and rotating Saturdays , may be adjusted based on Library needs | |

The Camden County Library System serves over 330,000 County residents. Our staff make customer service and community engagement a priority and strive to help communities reach their aspirations through library services. We strive to provide creative and innovative services and are guided by core values such as intellectual freedom, lifelong learning, integrity and diversity, equity and inclusion. Our Library serves everyone in our communities and seeks to remove barriers to services and create a welcoming and safe environment.

Description of Duties

Under the general direction of the Branch Manager, the Principal Library Assistant primary duties include: coordinating support staff and general circulation duties may include: resolving customer service issues, issuing assignments, supervising staff, monitoring and providing performance feedback, writing evaluations, preparing the staff schedule and training staff; preparing monthly and annual reports, preparing daily deposits and recording deposits in cash journal, monitoring meeting room use requests.

Public service duties may include: working at the circulation desk, charging and discharging library materials, computing and collecting fees, registering customers for library cards and programs, processing holds, answering general questions from the public, assisting customers in locating materials, assisting customers on the public computers and other related duties as required. May be scheduled at other branches as needed.

Requirements:

Two (2) years of experience demonstrating practical working knowledge of library functions, services, terminology, techniques, procedures, and standard tools (electronic card catalog, shelving, circulation systems, and so forth.) or satisfactory completion of a two-year library technician course at an accredited college or university. Supervisory experience preferred.

Knowledge of basic arithmetic using whole numbers and the Dewey Decimal System

Ability to perform extensive alphabetizing beyond the first letter of a word.

Ability to converse courteously in person and using other methods of communication

Ability to comprehend and follow written and/or oral one-or-two step instructions

Knowledge of KOHA and Dewey Decimal System and Basic Computer Skills a plus.

Appointee may be required to possess a driver's license valid in New Jersey if the operation of a vehicle is necessary to perform the essential duties of the position.

Employment applications may be obtained at any of our branches or on our website and can be directly uploaded at:

<http://www.camdencountylibrary.org/employment-library> or you may submit your completed application to the address below.

Completed applications are due in the Human Resources Office **February 4, 2026 at 2 PM**. Resumes are welcome when they accompany a completed application.

Camden County Library, Department of Human Resources
203 Laurel Road
Voorhees, NJ 08043
E-mail: humanresources@camdencountylibrary.org

The Camden County Library System complies with the NJ First Act.

*** Failure to submit a completed application or to indicate job posting number may be reason for your application not to be considered.** The chosen candidate may be required to complete and pass a background and drug screening process.

The Camden County Library System embraces diversity and seeks candidates who will contribute to a climate that supports patrons and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented identities to apply.

The Camden County Library is an Equal Employment/Affirmative Action Employer.

Dream Explore Imagine

Anthony P. Infanti Bellmawr Branch Library • Gloucester Township Blackwood Rotary Public Library • M. Allan Vogelson Regional Branch Library
Merchantville Public Library • Riletta L. Cream Ferry Avenue Branch-Camden • Nilsa I. Cruz-Perez Downtown Branch - Camden
South County Regional Branch Library • William G. Rohrer Memorial Library-Haddon Township Branch