

Open: 12/05/25

Close: 12/26/25

Job Title: Senior Library Assistant

Job Posting 021-25

Location: Nilsa I. Cruz-Perez Downtown Branch, Camden

Salary: \$16.7303 hr
& Benefits Eligible for Sick, Vacation and Holiday Pay
NJ Defined Contribution Retirement Plan Eligible Position

Schedule: 30 hours per pay period (Two weeks), schedule includes days, nights and Saturdays

Our staff make customer service and community engagement a priority and strive to help communities reach their aspirations through library services.

Duties Include:

- Under direction, acts as shift leader including monitoring and coordinating the workflow of the support staff
- Staffs and performs numerous duties at the Circulation Desk which includes: charging and discharging library materials, registering customers for library cards and programs, processing holds, answering general questions from the public (in person and on the phone) and assists customers in locating materials
- Assists customers using the public computers, copiers and self checkout stations
- Prepares the branch's daily deposit
- May assist at Community Outreach events
- Other related duties as required.
- May be scheduled at other branches.

Education/Certification/Experience/ Requirements:

One (1) year, full time equivalent, of library experience demonstrating practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools (card catalog, microfilm, shelving, circulation systems, etc.).

NOTE: Successful completion of a one (1) year library technician course at an accredited college or university may be substituted for the above experience.

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

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 by **December 26, 2025, 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.

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.

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