

Open: 10/20/25

Close: 11/10/25

Job Title: Senior Library Assistant **Job Posting 029-25**

Department: William G. Rohrer Memorial Library Haddon Twp Branch

Salary: \$16.7303 hr/\$30,449.14yr
& Benefits Eligible for Sick, Vacation and Holiday Pay
Medical/Prescription and NJ Pension Eligible Position

Schedule: 35 hours per week, schedule includes days, nights and Saturdays

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.

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
- Other related duties as required.
- May be scheduled at other branches.

Education/Certification/Experience/ Requirements:

Knowledge of basic arithmetic using whole numbers.

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 **November 10, 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.

*** 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.

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