



LIBRARY SYSTEM

Linda A. Devlin, Director

Open: 11/28/22

Close: 12/19/22

Job Title: Library Assistant **Job Posting 047-22**

Department: Riletta L. Cream Ferry Avenue Branch

Salary: \$15.00 per hour

Schedule: 38 hours per pay period (Two weeks)
Schedule based and adjusted on Library needs, includes: Days, nights and weekends

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

The candidate will assist the general public at the adult computers or during public computer classes. Duties include, but are not limited to: explaining the operation of the public computer management software, assisting patrons with software (Microsoft Windows, Office, Firefox or Chrome), printing, copying and scanning; answering questions about email, online applications, managing reservations at the sign up station and; performing tasks such as opening and/or closing procedures as requested by supervisor. This position will also facilitate the session management at the children's and teens' computers including extending or ending sessions and administering the wait list.

The candidate may also be required to perform a variety of public service tasks, such as working at the circulation counter, including but not limited to, checking in and out of library materials, computing and collecting fines, registering customers for library cards and programs, processing holds, answering general questions from the public, assisting customers in locating materials, shelving materials, assisting customers on the public computers and other related duties as required. May be scheduled at other branches as needed.

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 by **December 19, 2022, at 2 PM.**

Camden County Library, Department of Human Resources
203 Laurel Road
Voorhees, NJ 08043 or Fax: 856-772-2761
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.

We meet the learning, recreational and information needs of our customers, providing an open environment for our community.

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