



LIBRARY SYSTEM

Linda A. Devlin, Director

Open: 05/01/26

Close: 05/22/26

Job Title: Assistant Supervisor Building Service **Job Posting 009-26**
Department: Facilities/Fleet
Salary: \$17.8486 per hour (\$32,484.45yr)
Position is eligible for Medical/RX Benefits Sick and Vacation Leave, Holiday Pay, and NJ Pension
Schedule: 70 hours per pay period (35 hr/wk)
Schedule includes: Monday through Friday, occasional evenings and weekends

The Camden County Library System serves over 330,000 County residents through our eight locations. 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, supervises the cleaning and care of buildings and supervises systemwide delivery of materials, supplies, and equipment.
- May be required to make minor repairs to the heating, electrical, plumbing systems and building facilities and work outside using lawnmower, snow shovel and related duties
- Prepares/maintains records for equipment, materials and work orders and other department related documents
- Will oversee inventory of supplies and fill/distribute supply requests.
- Will be required to work on site at other library locations based on work assignments
- Move and set furniture meeting room configurations
- Occasionally delivery library supplies
- Perform other related duties as required.

Requirements:

Two (2) years of experience in work involving the cleaning and maintenance of furniture, fixtures, offices, and buildings.

Must be able to lift/move 50 lbs

Employee will be required to possess and maintain a valid driver's license in order to perform the essential duties of the position.

Prior experience in commercial cleaning and building maintenance a plus

Knowledge and implementation of safe driving principles.

Knowledge and ability to use computer programs related to the job

Ability to understand, remember and carry out oral and written directions.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Employment applications may be obtained on our website and can be directly uploaded at:

<http://www.camdencountylibrary.org/employment-library> or you may submit your completed application and resume to humanresources@camdencountylibrary.org.

Completed application with resume are due in the Human Resources Office by **May 22, 2026 at 2 PM.**

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.

Dream Explore Imagine