camden county
LIBRARY SYSTEM
Linda A. Devlin, Director

Open: 10/19/26 **Close: 11/09/26**

Job Title:	**Principal Library Assistant** **South County Regional Library, Winslow Twp**	**Job Posting 028-26**
Salary: **& Benefits**	**$17.8486hr/$32,484.45yr** **Eligible for Medical/Rx Benefits, Sick, Vacation and Holiday Pay** **NJ Pension Eligible Position**	
Schedule:	**35 hr/wk, schedule includes days, nights and rotating 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.

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 full time equivalent 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 completed on our website at http://www.camdencountylibrary.org/employment-library. Completed applications should be directly uploaded at the web address above.

Completed applications are required to be submitted by posting closing date and time: **November 9, 2026 at 2 PM.** Resumes are welcome when they accompany a completed application.

Note: Any questions regarding this year-round position may be sent to 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.**

As a condition of employment, the selected candidate must successfully pass a pre-employment drug screening.

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.