

## **Mountainside Public Library**

### **Part-Time Circulation Assistant, Evening and Weekend Hours Required**

The Mountainside Public Library seeks two flexible, friendly, detail-oriented part-time Library Assistant to work at the circulation desk of a small community-focused library. Each position is 8 hours per week plus a regular Saturday rotation approximately once every 4 weeks.

#### **Responsibilities**

Duties include, but are not limited to, working with the public to check library materials in and out, assisting the public in the use of library resources and equipment, issuing library cards, answering telephones, and opening and closing the library. Additional back office responsibilities may include retrieving requested items from library shelves, packing and unpacking items for transit, book repair, assisting with library programs, other projects as assigned.

#### **Requirements:**

Candidates must:

- Have a high school diploma required; some college preferred
- Have a professional, courteous, and friendly manner
- Have strong customer service experience in-person and on the telephone
- Be a team player
- Be able to multitask and manage interruptions
- Be detail-oriented
- Be computer literate and comfortable using common software as well as the Internet
- Be able to stand for long periods of time, stoop, and handle some light lifting.

Previous library or retail experience is a plus, but not required

#### **Schedule:**

Shift A: Mondays 4:00-8:00pm and Thursdays 12:00-4:00pm

Shift B: Tuesdays 9:00am-1:00pm and Fridays 9:00am-1:00pm

Please indicate which shift you are interested in or indicate that you have no preference.

The Saturday rotation will be determined upon hiring.

#### **Compensation:**

- Hourly rate: \$16.18/hour
- Sick leave exceeds NJ State requirements
- Limited holiday pay
- Mandatory participation in State pension plan

#### **To Apply:**

- Email cover letter and resume to Library Director, Tammy Shaw at [mpldirector@mountainsidelibrary.org](mailto:mpldirector@mountainsidelibrary.org). No phone calls or in-person inquiries, please.
- Please provide a letter of interest and resume and indicate which shift is preferred or that you have no preference.
- Letters of interest and resumes accepted through 5:00pm on November 4, 2024
- Employment to begin work during the week of December 2