

*Secaucus Public Library and Business Resource Center
1379 Paterson Bank Road
Secaucus, New Jersey 07094*

*Jenifer May
Director*

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The Secaucus Public Library and Business Resource Center seeks an outgoing, enthusiastic and detail-oriented individual for a full-time library clerk position. In addition to the qualifications listed below, applicants should possess excellent verbal and written communication skills, a love of library services and a strong desire to meet and help others in our community.

To apply, submit a resume and cover letter to Jenifer May at the Secaucus Public Library or visit the library's administrative office to request a job application form. Applications, resumes and questions about the position may also be submitted by email to mav@secaucus.bccls.org. All applications must be received by December 10th, 2019. Employment is contingent upon completion of a background check.

JOB TITLE: FULL TIME LIBRARY ASSISTANT

Description: Performs responsible clerical and administrative or support duties under the supervision of the Director and Full-Time Senior Staff on a full-time basis of 35 hours per week.

ESSENTIAL FUNCTIONS OF THE JOB:

- Provide patrons with basic circulation and reference assistance using all technology and information currently available to the Secaucus Public Library
- Provide patrons with assistance on public computers and with library technology, including printers, scanners and fax machines.
- Perform Circulation Desk duties including checking items in and out, renewing items, registering patrons, handling fines, answering phones, preparing item reserves, using library cash register and other office technology, and shelving circulating library materials. Light lifting and bending required.
- Assist with administrative record keeping and paperwork.
- Assist with planning and carrying out special library initiatives and programs for library patrons.
- Perform any other duties requested by the Director or Supervisors.

QUALIFICATIONS:

- Minimum of three years' experience working in a public library setting
- Knowledge of library and clerical practices and procedures
- Knowledge of books and audiovisual media and desire to stimulate interest and encourage participation in reading and other library activities
- Strong customer service skills and keen interest in finding solutions on behalf of library patrons
- Ability to maintain established library records and confidential files
- Ability to obtain a notary public commission within the State of NJ and willingness to perform notary public services.
- Willingness to use email, conduct Internet and database searches and use library calendar and scheduling software.
- Ability to comprehend and enforce regulations, policies and procedures of the library.
- Willingness to work evenings and weekends and at either of the library's two locations.

EDUCATION: A high school diploma or equivalent required.

The Secaucus Public Library provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.