

Part-Time Library Assistant, Access Services, Hoboken Public Library

Position Title: Library Assistant, Access Services

Location: Hoboken, New Jersey

Scheduled hours: 25 hours per week. Daytime, evening, and weekend hours are required.

Salary: \$17.37/hour

Summary:

The Hoboken Public Library connects people with information, ideas, and opportunities to support lifelong learning, personal growth, and community development. We believe a library's most important resource in this pursuit is a talented, quality staff, and strive to achieve a more meaningful role in our patron's daily lives through the development and support of its staff by implementing new and innovative approaches to providing library service.

About the Position:

Reporting to the Access Services Manager, this position performs various paraprofessional and detailed library duties. There are specified assignments; however, the essential duties are to staff the Access Services desk at all library branch locations. This position participates in the opening/closing of the library building on each of the scheduled days. This position assists with collections maintenance including shelving of library material, examining the collection for the condition of books, and shifting when necessary, this position is entirely in-person. The performance will be reviewed periodically to ensure compliance with policy, procedures, and standards.

Examples of Work:

Charging and discharging library material; inspecting books, media for damage and repairing items as needed.

Providing outstanding customer service.

Upon patron request, locating books and publications, based on call number; accompanying the patron to the location when feasible

Answering patron inquiries about the physical location of library material, including an explanation of searching the online catalog, referring complex questions to the reference librarian on duty

Performing Inter-library loan duties

Performing accurate shelving tasks utilizing the Dewey Decimal Classification System.

Entering new patron information into the Polaris/Leap ILS, verifying name, address, and necessary personal information.

Pushing book carts with library materials

Shifting books as needed to make room for new library materials

Recording usage statistics

Completing an inventory of the collection.

Ability to work at all Library Branch locations as needed
Performing other related duties as assigned.

Preferred Qualifications:

Excellent customer service skills
Excellent interpersonal communication skills
Ability to learn complex computer systems
Adaptability to a flexible work schedule
Previous library work experience preferred
Fluency in a language other than English, especially Spanish is highly desirable.

Please send your resume & cover letter to the attention of the Access Services Manager
Nicole.Marconi@hoboken.bccls.org.

Please note that this position is subject to the NJ First Act, requiring public employees to establish residency in the State of New Jersey. See N.J.S.A. 52:14-7 (L. 2011, Chapter 70) for further information.

This is a Civil Service Job and you must eventually pass and qualify for the applicable Civil Service title.

Applications close: August 29th, 2022 11:55 PM Eastern Daylight Time