

Ridgewood Public Library
125 North Maple Avenue
Ridgewood, NJ 07450

PT JOB OPENING– July 2021

CIVIL SERVICE TITLE: LIBRARY ASSISTANT
Primary Department: Circulation

EXAMPLES OF WORK:

- Welcome and assist library patrons with a smile at busy Circulation Desk, with occasional coverage in other departments
- Perform superior in-person and telephone Customer Service
- Use computer system to help patrons locate, borrow and return books and media, and to create and update library cards
- Reader's Advisory: assist patrons at all service desks and in the stacks in selection of best books, films and music materials to meet specific needs and interests
- Lead or lend a hand with programming as needed, e.g., plan a lecture, lead a book group
- Shelf materials throughout library and keep the stacks organized, neat and clean
- Related duties as required.

HOURS: *Schedule has some flexibility.*

(16 hrs/wk)

Monday 5-9

Thursday 10-6

Friday 2-6

Every 3rd Saturday, 1 Sunday per month 1-5pm

STARTING SALARY: \$12 - \$16, commensurate with experience

QUALIFICATIONS:

- Team player: Loves meeting & inspiring people. Enjoys working with adults and children in a busy environment
- Customer-focused: warm, friendly, helpful, courteous & energetic with a can-do, positive attitude
- Excellent communication skills, computer proficient; creativity, familiarity with social media and desktop publishing experience a plus
- Knowledge of popular books and media in all formats and a desire to share that knowledge with others
- Able to create, administer or assist with programming. Fresh ideas welcome.
- Able to lift books, stand, shelf on low and high shelves
- College degree and BCCLS experience a plus

For employment application, please visit www.ridgewoodlibrary.org or the Circulation Desk.

Please send application, resume & references to:

Ms. Lorri Steinbacher, Assistant Director, lsteinbacher@ridgewoodlibrary.org

*The Ridgewood Library hires under NJDOP & EOE guidelines.
Fully qualified candidates will be contacted for interview.*