



ISSUED BY: SCLSNJ Human Resources Department
SUBMIT APPLICATION MATERIALS TO: jobs@scplibnj.org

ISSUE DATE: April 12, 2017

BRANCH / DEPARTMENT	JOB #	POSITION DESCRIPTION	GRADE	PAY RATE HRS/ WK	POSTING DEADLINE
Bound Brook Branch Adult Services	2016-54	<p><u>Librarian III, Librarian IV, or Library Intern</u></p> <p><i>Duties include:</i> Providing advanced reference and reader’s advisory services; planning, promoting and presenting library programs that encourage library usage and support the goals of the SCLSNJ Strategic Plan, community needs, and changing trends in library services; managing branch materials in an assigned area(s); instructing and/or training staff and/or public to use electronic resources in individual or group settings; providing backup reference and readers advisory service to children and young adults; providing backup circulation service; participating in professional development activities including system adult services committee work and in-service opportunities; working on special projects as assigned by supervisor.</p> <p><i>Requirements:</i> NJ Librarian’s certificate required; MLS (ALA accredited program desirable); minimum of one year’s professional librarian experience providing reference and readers’ advisory services and programming for the public; ability to implement library services in an automated environment; knowledge of print and non-print reference and readers’ advisory resources, as well as changes in technology and trends within the library profession; ability to effectively use and demonstrate technology tools including the web, email, electronic databases, e-readers, office applications, as well as other library related programs; ability to learn and adapt to new technologies as required; interpersonal skills – ability to work and interact effectively with others in a positive manner, as well as work under pressure and/or manage stressful situations with courtesy and tact; customer service skills – ability to provide exceptional service to internal and external customers; exceptional oral and written English communications skills; bi-lingual English/Spanish skills a plus; ability to manage multiple projects and meet deadlines; ability to retrieve (or place) materials weighing up to 5 pounds from (onto) shelves at floor level and as high as 80 inches; manual dexterity to handle books, software, and a variety of other media formats; ability to respond to or handle emergency situations effectively as the in-charge person or in cooperation with the in-charge person.</p> <p>Applicants who do not possess a minimum of one year’s professional library experience will be considered as Librarian IV (grade 11) candidates.</p> <p>Students enrolled in an MLS program who have completed at least 18 credits and have had coursework in reference and/or readers’ advisory services may apply for the position as a Library Intern. Eligible candidates should be actively enrolled in an MLS program and be prepared to graduate within 2 years.</p> <p><i>Schedule will include: daytime and evening hours as needed; participation in the Saturday and holiday rotation; flexibility required. Interns will</i></p>	12/11/10	Up to 20 hours/week Hourly Non-exempt L III: \$26.82/hr L IV: \$24.61/hr Intern: \$22.17/hr	4/28/2017 or until filled



ISSUED BY: SCLSNJ Human Resources Department
SUBMIT APPLICATION MATERIALS TO: jobs@sclibnj.org

ISSUE DATE: April 12, 2017

BRANCH / DEPARTMENT	JOB #	POSITION DESCRIPTION	GRADE	PAY RATE HRS/ WK	POSTING DEADLINE
Hillsborough Branch Adult Services	2017-19	<p><i>participate in the Sunday rotation to assist with circulation services.</i></p> <p><u>Library Assistant II</u></p> <p>Duties include: Providing basic reference and readers' advisory service to the public in person, over the telephone, or using various forms of digital communication; assisting patrons in use of library resources, including electronic resources and the online catalog; presenting training and instruction for the public in basic computer skills and participating in other programming and outreach activities; assisting with the maintenance of the collection by weeding, shelving and shelf reading as directed by supervisor; participating in marketing and promoting library collections and programs; working on special projects as assigned by Department Supervisor and/or Branch Manager.</p> <p>Requirements: High school diploma or equivalent; some college (preferred); one year of relevant library or other experience with coordinating programs or events. Experience using online calendar software preferred. Experience using Millennium (or other automated library systems) or book tracking systems. Interpersonal skills – ability to work and interact effectively with others in a positive manner, as well as work under pressure and/or manage stressful situations with courtesy and tact; customer service skills – ability to provide exceptional service to internal and external customers; ability to read, write, and speak English sufficiently to perform the duties of the position; technical skills – ability to use the Internet, email, social media, electronic databases, office applications, as well as other library related programs; ability to learn new technologies as required; ability to operate a personal computer and keyboard, projectors, printers, and other office equipment; ability to manage multiple projects and meet deadlines; ability to respond to or handle emergency situations effectively as the in-charge person or in cooperation with the in-charge person; ability to sit, walk, and stand for extended periods of time; frequent bending, reaching, and stooping; lift and carry items weighing up to 20 lbs.; push/pull carts or hand trucks weighing up to 100 lbs.</p> <p><i>Schedule will include:</i> flexibility to work daytime and evening hours, Saturdays, Sunday rotation, and some holidays as needed; schedule subject to change with notice.</p>	8	\$17.99/hour Up to 20 hours/week Hourly Non-Exempt	4/28/2017 or until filled



ISSUED BY: SCLSNJ Human Resources Department
SUBMIT APPLICATION MATERIALS TO: jobs@scplibnj.org

ISSUE DATE: April 12, 2017

BRANCH / DEPARTMENT	JOB #	POSITION DESCRIPTION	GRADE	PAY RATE HRS/ WK	POSTING DEADLINE
Warren Township Branch Adult Services	2017-20	<p><u>Library Assistant II</u></p> <p>Duties include: Providing basic reference and readers' advisory service to the public in person, over the telephone, or using various forms of digital communication; assisting patrons in use of library resources, including electronic resources and the online catalog; presenting training and instruction for the public in basic computer skills and participating in other programming and outreach activities; assisting with the maintenance of the collection by weeding, shelving and shelf reading as directed by supervisor; participating in marketing and promoting library collections and programs; working on special projects as assigned by Department Supervisor and/or Branch Manager.</p> <p>Requirements: High school diploma or equivalent; some college (preferred); one year of relevant library or other experience with coordinating programs or events. Experience using online calendar software preferred. Experience using Millennium (or other automated library systems) or book tracking systems. Interpersonal skills – ability to work and interact effectively with others in a positive manner, as well as work under pressure and/or manage stressful situations with courtesy and tact; customer service skills – ability to provide exceptional service to internal and external customers; ability to read, write, and speak English sufficiently to perform the duties of the position; technical skills – ability to use the Internet, email, social media, electronic databases, office applications, as well as other library related programs; ability to learn new technologies as required; ability to operate a personal computer and keyboard, projectors, printers, and other office equipment; ability to manage multiple projects and meet deadlines; ability to respond to or handle emergency situations effectively as the in-charge person or in cooperation with the in-charge person; ability to sit, walk, and stand for extended periods of time; frequent bending, reaching, and stooping; lift and carry items weighing up to 20 lbs.; push/pull carts or hand trucks weighing up to 100 lbs.</p> <p><i>Schedule will include:</i> flexibility to work daytime and evening hours, Saturdays, Sunday rotation, and some holidays as needed; schedule subject to change with notice.</p>	8	\$17.99/hour Up to 20 hours/week Hourly Non-Exempt	4/28/2017 or until filled



ISSUED BY: SCLSNJ Human Resources Department
SUBMIT APPLICATION MATERIALS TO: jobs@scplibnj.org

ISSUE DATE: April 12, 2017

BRANCH / DEPARTMENT	JOB #	POSITION DESCRIPTION	GRADE	PAY RATE HRS/ WK	POSTING DEADLINE
South Area (Hillsborough, Manville, and Mary Jacobs) All Public Service Departments	2017-21	<p><u>Area Library Assistant II</u></p> <p>Duties include: Providing basic reference and readers' advisory service; assisting patrons in use of library resources, including electronic resources and the online catalog; assisting with the maintenance of the collection by weeding, shelving and shelf reading as directed by supervisor; performing circulation desk and off-desk duties; working on special projects as assigned by department supervisor.</p> <p>Requirements: High school diploma or equivalent; some college (preferred); one year of relevant library or other experience working with the public. Experience using Millennium (or other automated library systems) or book tracking systems. Interpersonal skills – ability to work and interact effectively with others in a positive manner, as well as work under pressure and/or manage stressful situations with courtesy and tact; customer service skills – ability to provide exceptional service to internal and external customers; English communication skills sufficient to perform the duties of the position; technical skills – ability to use the Internet, email, social media, electronic databases, office applications, creative design software, as well as other library related programs; ability to learn new technologies as required; ability to operate a personal computer and keyboard, projectors, printers, and other office equipment; ability to manage multiple projects and meet deadlines; ability to respond to or handle emergency situations effectively as the in-charge person or in cooperation with the in-charge person; ability to sit, walk, and stand for extended periods of time; ability to ascend and descend stairs in order to access materials and assist patrons; frequent bending, reaching, and stooping; lift and carry items weighing up to 20 lbs.; push/pull carts or hand trucks weighing up to 100 lbs.</p> <p>This position will be scheduled to work at any of the branches within the South service area (Hillsborough, Manville, and Mary Jacobs). Generally, hours will be between 10-15 per week with flexibility of up to 20.</p> <p>Candidates must be flexible to work a variety of hours when branches are open including regular Saturday and Sunday shifts; some holidays as needed.</p>	8	\$17.99/hour Up to 20 hours/week Hourly Non-exempt	4/28/2017 or until filled