

BRIDGETON FREE PUBLIC LIBRARY
ANNOUNCEMENT OF LIBRARY ASSISTANT POSITION OPENING

The Bridgeton Public Library, which serves a diverse community, currently has an opening for a full-time (35 hrs./week) Library Assistant. The BPL is seeking a creative, energetic, and dedicated individual to help perform a variety of nonprofessional library duties.

RESPONSIBILITIES:

- Assists customers at the public service desk with checking items in and out, registering patrons, handling fines, assisting patrons with public printers and photocopier, answering phones, and other responsibilities as required.
- Shelves materials and performs shelf reading tasks.
- Assists with opening/closing procedures.
- Participates in campaigns to promote the library in the community
- Performs other duties as assigned

QUALIFICATIONS/REQUIREMENTS:

- Possess excellent oral and written communication skills
- Flexibility to work some evenings and weekends
- Experience with computer systems (word processing, database, internet, Microsoft Office), copy machines, printer's, Fax machines, and other office equipment
- Resolves patrons concerns within authority granted by the professional librarian or other supervisory official
- Participates in library committees, programs and works well with others

EDUCATION:

- High school diploma.
- Previous circulation and computer skills, preferred.

HOURS AND SALARY:

- 35 hours per week including evenings and Saturdays
- Salary \$13.00/hr
- Bilingual (English & Spanish), preferred

TO APPLY:

Submit resume and cover letter by January 12, 2022 to Linda McFadden at lindamc@bridgetonlibrary.org or mail to: Director, Bridgeton Public Library, 150 E. Commerce Street, Bridgeton, NJ 08302