



LONG BRANCH
Free Public Library

Part-Time Library Assistant Position Available

Fluency in Spanish and/or Portuguese preferred

Department: Circulation (account services)

Pay Rate: \$17.98 per hour

Schedule: Nights until 8pm, every other Saturday

Definition: The Long Branch Free Public Library is the place where tradition and innovation meet. We are a nationally recognized library seeking a welcoming and energetic individual to join a stellar team. Our Circulation Department serves as the main point of contact for the library. We are seeking an individual with **remarkable customer service** and **a true appreciation for the diversity** of our city.

Examples of work:

- Checks in/out library materials to library users, issues library cards, reserves items, and responds to patron questions in person, on the phone, and electronically.
- Provide readers' advisory services by developing knowledge of the library's holdings, and patron's reading habits.
- Check shelves to ensure materials are organized properly.
- Understand how to use the catalog and other online resources.
- Explain library policy to members of the public and other libraries as needed.
- Attend staff meetings and training as required.
- Completes periodic training and annual professional development as directed.
- Participate in additional tasks/projects as assigned by the Circulation Manager or Director.

Required knowledge and abilities:

- Ability to converse clearly and courteously with patrons and staff.
- Must have strong customer service skills.
- Must have strong computer and electronic skills.
- Strong organizational ability.
- Ability to comprehend, analyze and interpret policies and procedures of the library.
- Knowledge of books and various authors – background in literature helpful.

Required Qualifications: High school diploma or equivalent

This position is a civil service position
Please send resume to Cadene Patterson at cpatterson@longbranchlib.org
Phone: 732.222.3900 ext.2230