



LONG BRANCH
Free Public Library

Part-Time Library Assistant Position Available

Fluency in Spanish and/or Portuguese preferred

Department: Children's Department

Pay Rate: \$17.98

Schedule: Monday-Thursday 10am-2pm Saturday 10am-2pm

Definition: The Long Branch Free Public Library is the place where tradition and innovation meet. We are a nationally recognized library seeking a welcoming, customer service-focused, and energetic individual to join a stellar team. This position plans and delivers a full range of diverse and innovative programs, and services to meet the needs of children (birth-11), families, and caregivers.

Examples of work:

- Charges and discharges library materials, 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. Provide instruction in their use to patrons, staff, and volunteers.
- Explain library policy to members of the public and other libraries as needed.
- Attend staff meetings and periodic training as required.
- Participate in additional assigned responsibilities as assigned by the Family Service Manager or Director.

Required knowledge and abilities:

- Ability to converse clearly and courteously with patrons and staff.
- Must have strong customer service and computer 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.
- Perform other duties specific to the Children's Department including but not limited to: leading story times, assisting with school visits, aiding with art projects and library décor, and assisting with special events, parties or programs.

Required Qualifications

- High school diploma or equivalent

This position is a civil service position
Please send resumes to Nekesha Marshall at
Nmarshall@longbranchlib.org phone: 732.222.3900 ext.2330