



EDISON PUBLIC LIBRARY

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EDISON, NEW JERSEY 08817
HR@EDISONPUBLICLIBRARY.ORG

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Library Assistant Part-Time Hourly: \$17.55

Come and join our new and expanding library team as we reinvent the Edison Public Library for the 21st century. Located in Central NJ, with a multicultural, multilingual, and diverse population of 107,000, the Library currently has three library branches and mobile library service. We are rebuilding our Library from the bottom-up and the top-down to create an environment of learning, exploration, innovation and fun for the entire community. Our North Edison and Main Library Branches currently are undergoing a transformation in layout and expansion. This is a Library system where anything is possible as we move towards a patron-centric view of programs and services.

The Library is seeking highly motivated **Library Assistants** to join our team. The successful candidate should be enthusiastic, curious, patient, and have a strong sense of community. The successful candidate will demonstrate commitment and the ability to deliver superior customer-driven services to the entire community. A proactive nature, flexibility, and a knack for creative problem solving are essential. The Library is a member of the STELLA consortium (formerly LMxAC).

This position reports to the Branch Supervising Library Assistant and Branch Manager.

Qualifications for a Successful Candidate:

- Ability to build rapport and communicate effectively with patrons of all ages
- Excellent customer service & interpersonal skills
- A passion for and ability to serve people of diverse backgrounds
- Fluency in English, and preferably a second language as well
- Desire to work in a collaborative environment
- Strong communication skills and a creative problem-solving attitude
- Ability to recognize and set priorities, use initiative and work independently
- Strong technical skills, including good command of standard office software, Internet searching, and use of library information technology
- Experience with Polaris/LEAP or other circulation systems preferred
- Familiarity with word processing and spreadsheets, experience with Microsoft Office and G-Suite preferred
- Ability to navigate email and online calendars
- Ability to push/pull book carts, and kneel and bend frequently

- Ability to perform various tasks of a routine nature while maintaining a close attention to detail

Daily Responsibilities Include:

- Welcome & assist patrons from any service desk or area of the library
- Check out, discharge, and renew library materials
- Register patrons for new library cards; update expired cards
- Locate and retrieve items to fill requests
- Shelf materials in a timely manner
- Pack, unpack and process delivery of materials
- Be able to multitask and manage interruptions
- Assist patrons with readers' advisory and other questions
- Aid patrons in using the catalog and other library resources
- Help with programs and library services as needed
- Other duties as required for an evolving and growing Library

Education: High School diploma or equivalent; some college preferred

Hours: 20-25 hours; includes a rotation of hours during the week, evening and weekends (includes Saturdays and Sundays)

Benefits: Vacation, sick, personal, and holidays; after six (6) months staff are eligible to join the union

Please email the following three (3) REQUIRED documents:

- (1) Cover Letter, (2) Resume and (3) Edison Public Library Employment Application (available at <https://edisonpubliclibrary.org/job-openings/>) to: hr@edisonpubliclibrary.org

The Library will only consider candidates who submit all required paperwork.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

Only candidates under consideration will be contacted.

The selected candidate will be required to successfully pass a six month probationary period.

Pre-employment background check and drug test are required for Edison Township employees.

The Edison Public Library hires under NJDOP and EOE Guidelines.

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.