



# Edison Public Library

340 Plainfield Avenue  
Edison, NJ 08817  
(732) 287-2298  
edisonpubliclibrary.org  
hr@edisonpubliclibrary.org

## **Evenings and Weekends Part Time Librarians Hourly \$35.35**

Come and join a new and expanding team of Library professionals 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 services. 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 Part Time Librarians to join our team. The successful candidate(s) should be enthusiastic, curious, patient, and have a strong sense of community. The successful candidate(s) 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 (formerly LMxAC) consortium and uses Polaris/LEAP automation for circulation.

This position reports to the Branch Manager.

### **Qualifications for a Successful Candidate:**

- Librarians must have a master's degree in Library or Information Science from an American Library Association accredited college or university; New Jersey Librarian Certificate
- Experience providing reference and reader's advisory services is preferred
- Strong communication and customer service skills
- Knowledge of print and a general knowledge of digital resources
- Ability to work both independently and within a team
- Strong technology skills and general comfort with learning new technology
- Teaching or computer instruction experience a plus
- Knowledge of Polaris/LEAP a plus

**Daily Responsibilities:**

- Staffing public services desks (both adult and youth) as scheduled and monitoring activities in the area
- Reference and readers advisory
- Participate in departmental programming as needed
- Creates and maintains library displays
- Prepares book lists and annotated bibliographies by genre or themes
- Comprehend, analyze and interpret rules, regulations, policies and procedures of the library.
- Continue to develop skills by attending seminars and meetings of professional library groups and organizations
- Maintain up-to-date knowledge of the resources and services provided through the New Jersey State Library and STELLA (formerly LMxAC)
- Other duties as required for an evolving and growing Library

**Knowledge and Abilities:**

- Knowledge of current trends and practices in public libraries; literature and materials
- Familiarity with serving all ages
- Ability to understand and apply library filing and classification systems.
- Ability to work harmoniously with colleagues, librarians, supervisors and with adult and juvenile patrons of the library
- Ability to understand the importance of following established procedures and regulations
- Ability to work and perform tasks without supervision
- Physical stamina is required to put away materials, push and pull loaded book carts and other library equipment and materials. Physical activity includes, but is not limited to, prolonged periods of sitting as well as periods of standing, mobility, stretching, bending and stooping

**Education:** Master's Degree from an American Library Association Accredited college or university; or a student currently enrolled in a Library & Information Science Program will be considered as a Library Associate with a salary of \$ 26.38 per hour.

**Hours:** Approximately 20 hours; including weekend (Saturday and Sunday) and evening shifts

**Benefits:** Includes: vacation, sick, personal, holidays, and union eligibility

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](mailto: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 checks and drug tests are required for Edison Public Library employees.

The Edison Public Library operates 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.