



LIBRARY SYSTEM

Linda A. Devlin, Director

Open: 01/21/25

Close: 02/11/25

Job Title: Senior Library Assistant **Job Posting 001-25**
Department: Gloucester Twp-Blackwood Rotary Public Library
Salary: \$16.7303 per hour (\$30,449.14 yr)
Schedule: 35 hours per week
Schedule includes: Days, nights and weekends

The Camden County Library System serves over 330,000 County residents. Our staff make customer service and community engagement a priority and strive to help communities reach their aspirations through library services.

Duties Include:

- Under direction, acting as shift leader including monitoring and coordinating the workflow of the support staff;
 - Working at the circulation desk which includes: charging and discharging library materials, registering customers for library cards and programs, processing holds, answering general questions from the public, assisting customers in locating materials,
 - Assisting customers on the public computers
 - Managing the branch's cash through the daily deposit.
 - Other related duties as required.
- May be scheduled at other branches.

Education/Certification/Experience/ Requirements:

One (1) year (Full time equivalent) of experience which has demonstrated a practical knowledge of library functions, services, terminology, techniques, procedures, and tools (card catalog, shelving, and circulation systems, and so forth). NOTE: Successful completion of one (1) year (30 semester hour credits) in a librarian technician course at an accredited college or university can be substituted for the above experience.

Knowledge of KOHA and Dewey Decimal System and Basic Computer Skills a plus.

Employment applications may be obtained at any of our branches or on our website and can be directly uploaded at:

<http://www.camdencountylibrary.org/employment-library> or you may submit your completed application to the address below.

Completed applications are due in the Human Resources Office by **February 11, 2025 at 2 PM.** Resumes are welcome when they accompany a completed application.

Camden County Library, Department of Human Resources
203 Laurel Road
Voorhees, NJ 08043
E-mail: humanresources@camdencountylibrary.org

The Camden County Library System complies with the NJ First Act.

The chosen candidate may be required to complete and pass a background and drug screening process.

The Camden County Library System embraces diversity and seeks candidates who will contribute to a climate that supports patrons and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented identities to apply.

The Camden County Library is an Equal Employment/Affirmative Action Employer.

Dream Explore Imagine

Anthony P. Infanti Bellmawr Branch Library • Gloucester Township Blackwood Rotary Public Library • M. Allan Vogelson Regional Branch Library
Merchantville Public Library • Riletta L. Cream Ferry Avenue Branch-Camden • Nilsa I. Cruz-Perez Downtown Branch - Camden
South County Regional Branch Library • William G. Rohrer Memorial Library-Haddon Township Branch