



LIBRARY SYSTEM

Linda A. Devlin, Director

Open: 11/06/24

Close: 11/27/24

**Job Title:** Senior Library Assistant **Job Posting 034-24**  
**Department:** Gloucester Twp-Blackwood Rotary Public Library  
**Salary:** \$16.4831 per hour (\$29,999.24 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 **November 27, 2024, 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](mailto: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