

**Position Available in the Eatontown Public Library:**  
**PT Entry-Level Library Assistant**

This part-time position is available as soon as possible in the Eatontown Public Library of the Borough of Eatontown. All applicants must pass a criminal background check, pre-employment physical and drug test to be eligible for employment. Must be 18 or older.

The position hours are Monday, Wednesday, Friday and Saturday from 10:00am-1:00pm. Total 12 hours per week. Applicant must be able to work a flexible schedule which includes covering shift changes, special events and traveling to the main county library in Manalapan or the Eastern Branch in Shrewsbury. Medical, dental, prescriptions and paid time off benefits are not available for this position. Salary range: \$12.25-\$12.65. Send resume, cover letter, and Borough Application to Human Resources, Borough of Eatontown 47 Broad St. Eatontown, NJ 07724 or via email at hr@eatontownnj.com. Equal Opportunity Employer. The job description is below.

**Responsibilities of Position**

Applicants will be under the immediate supervision of the Library Manager, efficiently and accurately shelves library materials, maintains materials in the library collection in a neat and orderly fashion and assists in other support tasks as assigned.

**Duties/Examples of Work**

1. Performs alphanumeric sorting and filing tasks and shelves materials in proper order.
2. Shelf-reads and straightens shelves and displays.
3. Empties book drops and performs discharge procedures when necessary.
4. Assists patrons with check-out, discharge or renewal procedures.
5. Assists with library programs and displays.
6. Performs all other work as assigned.

**Knowledge and Abilities**

1. Ability to effectively respond to questions from patrons and maintain confidentiality of library patron information. Possess good interpersonal skills to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
2. Follow detailed directions as related to library policies and procedures, especially when working at the circulation desk issuing library cards, checking out items, discharging items, checking books for damage, collecting fines and fees, and processing new materials.
3. Ability to count change and handle money.
4. Maintain a regular work schedule and perform moderately heavy physical work.
5. Sort efficiently in alphabetic, numeric or alphanumeric order, and develop a working understanding of the Dewey Decimal.
6. Possess a working knowledge of English grammar and spelling.
7. Work with and troubleshoot computers and office machines, such as copiers and printer

**Physical Demands of the Position**

1. Bending, twisting, reaching, feeling, sitting, standing, walking, stooping, kneeling and crouching.
2. Climbing: ascending and descending short footstool and ladder.
3. Handling: picking up and shelving books.
4. Lifting and carrying: 50 pounds or less.
5. Pushing and pulling: book cart weighing 200-300-pounds on wheels.

**Education and Experience**

Must be 18 years or older. Must have a high school diploma and working toward a library degree. Prior library experience is a plus. Familiarity with using computers is highly desirable.