

# JOB POSTING –DESK ASSISTANT – CIRCULATION DEPARTMENT

The Cranford Public Library is accepting applications for the title of Desk Assistant to work in the Circulation Department, a part-time position. Under general supervision of the Head of Access Services, the Desk Assistant provides a variety of library services to patrons, primarily at the Circulation Desk and first floor collections, assists with maintaining and updating the collection, and performs related work as required. The work week is an average of 12 hours, including daytime, evening and weekend hours. **We are currently seeking someone able to work Monday mornings, Tuesday evenings, and at least two Saturday shifts (1 full-day, 1 lunch cover) per month. The successful candidate should also have some availability to cover additional shifts due to call-outs or vacation leave.** The library is located in Union County and is a member of the Libraries of Middlesex Automation Consortium, Libraries of Union County Consortium and MURAL (Middlesex Union Reciprocal Agreement Libraries).

## RESPONSIBILITIES AND DUTIES

These are examples of work required:

- Greet patrons at the Circulation Desk.
- Answer the phone and refer calls to the appropriate extension.
- Check materials in and out.
- Assist patrons with library app use and material searches.
- Collect fines and fees.
- Place requests for materials.
- Pull daily list of requested materials.
- Register patrons and assist with online registration.
- Answer basic questions and refer inquiries to appropriate departments.
- Collect payment for lost items, postage stamps, used books, Friends of the Cranford Public Library membership.
- Check shelves for items.
- Prepare interlibrary loan items for shipping.
- Shelve materials, tidy shelves, and put materials in correct call number and alphabetical order
- Rearrange and move collections as requested to make room for new materials
- Assist with acquisition and maintenance of the collections.
- Assist with updates to new item records.
- Perform additional related tasks as requested by the supervisor or administrative staff.

## REQUIREMENTS

### EXPERIENCE

At least one year of experience working in a public library environment, including circulation and customer service responsibilities, preferred.

### EDUCATION

A high school diploma or equivalent is required. Some college preferred.

### SKILLS

Ability to interact with library patrons successfully, and to foster positive interactions.

Strong customer service and technology skills, creativity, flexibility, and a sense of humor.

Familiarity with books and audio-visual materials.

Ability to participate in consultative or in-service training programs.

Ability to organize library materials in alphabetical order, and by the library's classification system (Dewey Decimal).

Ability to establish and maintain cooperative working relationships with coworkers, to demonstrate teamwork skills and

work both independently and as part of a larger group.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. Bilingual candidates are encouraged to apply.

Persons with disabilities are eligible as long as they can perform the essential functions of the job with or without reasonable accommodation. If the individual requests a reasonable accommodation, but none can be granted without imposing an undue hardship on the Library, such persons may be deemed not qualified for the position.

Must maintain consistent, regular attendance.

## **TO APPLY**

The starting hourly wage is \$15.13. This is a part-time position which includes a generous paid time off package.

Please send a resume, cover letter, and three references to Heidi Rempel, Head of Access Services, at [hrempel@cranfordlibrary.org](mailto:hrempel@cranfordlibrary.org) with "Desk Assistant" in the subject line. This position will remain open until filled. The Cranford Public Library is an ADA compliant/EOE employer.