



JOB VACANCY LIBRARY ASSISTANT POSITION (PART-TIME)

The Montville Township Public Library located in northern Morris County (I-80/I-287) has an opening for a part-time Library Assistant position in the Circulation Department.

We are seeking a candidate who is able to work flexible hours including evenings, weekends, and fill-in hours as needed.

The successful applicant must be dependable, be able to provide excellent customer service, be a team-player, task-oriented, friendly, and have basic computer skills.

Responsibilities will include a full range of duties in the Circulation Department which includes Circulation and Technical Processing. The successful candidate must exhibit the ability to deal tactfully and respectfully with the public and work effectively with colleagues and supervisors. The position requires lifting, bending, pushing and pulling Library book carts and carrying library materials from the book drops.

A high school diploma or equivalent is required. Work experience including some Library work experience is a plus. Computer skills are essential. Salary is \$16.85 per hour.

The Montville Township Public Library is covered by Civil Service regulations and staff is represented by the IFPTE Union. Retirement plans are available and the position also includes pro-rated vacation, sick and floating holidays. Employment offers are conditional upon a successful background and reference check.

Send resume, cover letter, and three references to: Catherine LaBelle, Library Director, e-mail: clabelle@montvillelibrary.org; or mail to Catherine LaBelle, MLS, Library Director, Montville Township Public Library, 90 Horseneck Road, Montville, NJ 07045. Basic employment applications are also available at the Library's information Desk.

The Montville Township Public Library is an Equal Opportunity Employer.

Applications/Resumes/Cover letters and references will be accepted until Friday, April 7, 2023 or until the position is filled.