



### **Part-Time Staff Librarian – Adult Services (24 hours per week)**

*\$35.55 per hour/24 hours per week.*

#### **Organizational Role**

Provides reference and reader's advisory services. Administrates Library programs. Collaborates with the Adult Services Team. Performs collection management duties as assigned.

#### **Responsibilities include, but are not limited to:**

- Provides reference and reader's advisory services.
- Manages assigned area(s) of the collection, including selection and weeding.
- Plans and schedules library programs.
- Cooperates with schools, businesses, and relevant community organizations for outreach services.
- May supervise and train volunteers as necessary.
- Assists customers in the use of the public catalog, computers, and copiers.
- Provides formal and informal technology training when assigned.
- Develops instructional tools such as bibliographies and research guides.
- Promotes library services, programs, and resources.
- Participates in Library and professional meetings, workshops, webinars, and other continuing education opportunities.
- Works a flexible schedule including days, evenings, and weekends. Tuesday evenings and every other Saturday are required as part of the schedule.
- Performs other tasks as assigned.

#### **Qualifications**

- MLS/MLIS from an ALA accredited library school. Demonstrated experience and skills in the following areas: flexibility, initiative, teamwork, and customer service.
- Strong communication skills. Additional language fluency desirable.
- Proficiency in the use of current library technologies.
- Possession of a valid driver's license.

Please send a letter of interest and resume to Linda Reynolds, Executive Assistant for Personnel, Old Bridge Public Library, 1 Old Bridge Plaza, Old Bridge, New Jersey 08857 or [lreynolds@oldbridgelibrary.org](mailto:lreynolds@oldbridgelibrary.org) no later than Sunday, November 30<sup>th</sup> at 5pm.