

Please Post

August 25, 2015

NOTICE OF VACANCY

TITLE: PRINCIPAL LIBRARY ASSISTANT

JOB STATUS: Part time 28 hours/week

DIVISION/DEPARTMENT: Department of Finance and Library Services
Division of Library Services

DATE OF VACANCY: Immediately

STARTING SALARY: Job Group 6 ~ \$15.292 to \$27.595

CLOSING DATE FOR APPLICATIONS: September 4, 2015

TENTATIVE START DATE: To be determined

REQUIREMENTS:

EDUCATION: AND/OR EXPERIENCE:

Two (2) years of experience demonstrating practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools (card catalog, microfilm, shelving, circulation systems, and so forth.) OR Satisfactory completion of a two-year library technician course at an accredited college or university.

LICENSE: Appointees will be required to possess a valid license in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

DEFINITION:

Under very general direction, performs technical and/or paraprofessional duties of considerable difficulty in one or more of the functional areas of librarianship; does other related duties as required.

EXAMPLES OF WORK:

- Coordinates activities of a library unit or section such as circulation desk, periodical section, shelving of library material, microfilm section, book processing section, interloan section.
- Issues assignments and trains subordinate personnel assigned to such units.
- Answers patrons' inquiries pertaining to library hours, physical location of library material, offices, or personnel including explanation of basic index systems (for example, card catalog, readers' guide, microfilm, and topical files)
- Computes and collect fines, makes change, and inspect books for damage.
- Charges and discharges library material to users.

RETURN COMPLETED APPLICATIONS (or RESUME) TO

(Standard County Application Form is located at the following address or www.sussex.nj.us):

COUNTY OF SUSSEX
Sussex County Administrative Center
Office of Employee Services
One Spring Street
Newton, NJ 07860