

Please Post

July 20, 2015

NOTICE OF VACANCY

TITLE: SUPERVISING LIBRARY ASSISTANT

JOB STATUS: Full time 35 hours/week

LOCATION: Main Branch, Frankford NJ

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

DATE OF VACANCY: Immediately

STARTING SALARY: Range: \$30,061 to \$53,651

CLOSING DATE FOR APPLICATIONS: July 30, 2015

TENTATIVE START DATE: To be determined

MINIMUM REQUIREMENTS:

EXPERIENCE:

Three (3) years of library experience demonstrating a practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools such as card catalog files, patron circulation system, shelving arrangements, Dewey Decimal Classification System, microfilm files, and equipment, six (6) months of which must have been in a lead role over subordinate employees.

NOTE: Satisfactory completion of a two year library technician course at an accredited college or university may be substituted for two (2) years of the non-leadership experience.

JOB DUTIES:

Under general direction and in a supervisory capacity over a small staff of employees, performs technical and/or paraprofessional duties in one or more of the functional areas of librarianship; performs other related duties.

LICENSE:

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

RETURN COMPLETED APPLICATIONS TO (on Standard County Application Form)

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