

Please Post

July 10, 2024

NOTICE OF VACANCY

TITLE: LIBRARY ASSOCIATE

JOB STATUS: Part Time – 25 hours/week
Department of Finance and Library Services

DEPARTMENT/DIVISION: Division of Library Services
Main Library in Frankford Local History & Genealogy Department

STARTING SALARY: \$21.11/Hour (CWA8, 0040)

CLOSING DATE: Until filled

START DATE: To be determined

JOB DUTIES:

Under the direction of a professional librarian, takes the lead in organizing and implementing the technical or public service aspects of one or more library programs such as collection management or patron services; assists patrons at the reference desk; does other related work.

JOB SPECIFICS:

Assists the Local History Librarian in maintaining archival records, reviewing current publications for articles of local interest, providing general and genealogy reference services, assisting with digitization projects, and other related work.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

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 the essential duties of the position.

RETURN COMPLETED APPLICATIONS AND RESUME TO:

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

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

Email: employeeservices@sussex.nj.us

Fax: 973.579.0355

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.