

Position Available: Neptune City Library is seeking qualified applicants to fill the position of Part-Time Library Clerk.

Job Description: Performs customer service functions at circulation desk, provides assistance and information related to library services, fees, procedures. Performs routine clerical functions including, but not limited to, shelving books/DVDs, checking library materials in/out, registering new patrons, assisting patrons in identifying and locating materials, answering phones and helping patrons with computer related questions

Approximately 8-12 hours per week.

Minimum requirements:

High School Diploma or equivalent, with some library experience preferred.

Minimum of one year customer service experience

Computer/Data Entry skills

Must be available to work day, evening and weekend hours.

Required Skills:

Excellent customer service skills

Ability to maintain confidentiality and use appropriate judgment in handling information and records

Excellent organizational and time management skills

Ability to retain and follow policies and procedures

Ability to work independently as well as part of a team

Willingness to learn and master new tasks

Must be able to operate a variety of office machinery

Must be physically able to reach and bend in order to shelve books/DVDs, which also may involve standing on stepstools to get to higher shelves

Standing for long periods may be required at the circulation desk.

Applications are available on the Neptune City Website: www.neptunecitynj.com

Completed applications should be submitted to:

Theresa Riccardello, Neptune City Library Director

106 West Sylvania Avenue

Neptune City, NJ 07753

Deadline for applications is May 7, 2018