

## **Part-time Librarian, Clark Public Library**

The Clark Public Library invites applicants to fill a part-time librarian position in our Information Services Department. The library is looking for a librarian to help serve adults and teens with strong customer service skills, hands-on experience with computer technology, electronic resources, and programming for adults or teens. Candidates must have an MLS or MLIS.

**Duties include:** Coordinate the adult volunteers including homebound. Provide coverage at the library's service desks as scheduled. Interpret and enforce library policy in situations relevant to the position. Provide excellent customer service under all circumstances. Recommend new services, resources, media, and programs. Develop and implement stand-alone and or on-going adult and teen programs. Assist other library staff as needed. Provide technology assistance to patrons. Order non-fiction and assist the Head of Information Services with collection inventory. Other tasks as assigned.

**Requirements:** Open to New Jersey residents only. Out of state candidates may be considered but must reside in New Jersey by the first day of work. MLS / MLIS degree. Candidates must possess or be eligible for a New Jersey Professional Librarian Certificate. Candidates must be flexible, able to handle multiple competing priorities and tasks, adaptable to change, and able to work effectively in a fast-paced, high-volume environment. Excellent customer service, teamwork, and technology skills are necessary. Excellent listening skills and excellent communication skills, both verbal and written, are required. Must be comfortable working with patrons of all ages. Familiarity with Canva, cataloging, or teens a plus.

**Schedule:** 20 hours per week, including regular evenings and a four week weekend rotation. The library is closed on Sundays from Mother's Day to Labor Day.

**Title:** Ranked at Librarian 1 by the New Jersey Civil Service Commission. This is a union and civil service job.

**Compensation:** Starting salary \$29.03 per hour. Generous sick time and vacation time included.

**Start Date:** Anticipated start date in July 2022. The first 90 days of employment are provisional.

**To Apply:** Email cover letter, resume, and contact information for three professional references to Director Megan Kociolek at [mkociolek@clarklibrary.org](mailto:mkociolek@clarklibrary.org) by *Friday, July 1, 2022*.

### **MLS or MLIS Required:**

Yes

### **Job Focus:**

Part-Time

Public/Adult Service