The Library is seeking a candidate to work under the direction of the Supervising Librarian - Circulation as a team player along with other Library staff members, striving to provide excellent customer service.

PRINCIPAL DUTIES:
The successful candidate will report to the Circulation Supervisor and perform a variety of general library clerical duties. Duties include, but are not limited to, checking library materials in and out, assisting the public in the use of library resources and equipment, issuing library cards and more.

JOB REQUIREMENTS:
- Ability to accurately perform a considerable volume of routine, detailed work.
- Follow written and oral directions.
- Be able to multitask activities and interruptions.
- Demonstrated capacity to deal tactfully and courteously with the public.
- Maintain effective working relationships with co-workers.
- Strong knowledge of circulation tasks and procedures is desirable.
- Experience using Polaris/LEAP is desirable.
- Complete ease in the use of computers and digital devices is essential.
- Interest in, and passion for, reading and knowledge of current and popular books, eBooks, movies is required.
- Ability to readily adapt to a variety of assignments
- Have the strength to lift 30 pounds and/or maneuver 50-pound book carts
- Ability to retrieve library materials from both high and low-level shelving
- Be fluent in English sufficient to perform the duties of the position. Fluency in at least one other language will be preferred.

EDUCATION & EXPERIENCE:
- High school graduation or equivalency along with previous library experience or some college or library courses.

CONTACT: Forward cover letter and resume to Lyn Begraft, Director at lbegraft@bernardslibrary.org

Bernards Township is an Equal Opportunity Employer

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.