

The Bernardsville Public Library is seeking two part time Readers' Services Assistants interested in going beyond Circulation basics to join a welcoming team at the Circulation Desk. Our Circulation Assistants help patrons with ready reference questions, provide reader's advisory, help with merchandising and materials display, work with our marketing campaigns, and assist with projects such as digital materials or data analysis.

We are looking for people who are focused on customer service, have a knowledge of books and are comfortable working with computers. Experience with Polaris or Leap highly desirable. Must be physically capable of kneeling and bending to locate items.

Schedule will include 12-15 hours over two or three scheduled days and one evening a week (Monday – Thursday), plus rotating weekend shifts. All staff members may be asked to fill in as substitutes from time to time.

Starting salary is \$15.30/hr with increase to \$15.60 after successful completion of training. Benefits include paid sick and vacation time plus contributions to the State of NJ Defined Contribution Retirement Program (DCRP).

Submit your resume and letter of interest to Laura Cole lcole@bernardsvillelibrary.org or Bernardsville Public Library, 1 Anderson Hill Rd., Bernardsville NJ 07924. Applicants will be considered until position is filled. No phone calls please.

Position Description Readers' Services Assistant

Responsible for proper functioning of circulation services and designated patron services under supervision of the Readers' Services Manager.

ESSENTIAL FUNCTIONS OF THE JOB

- Performs circulation desk duties: Charges and discharges materials, issues library cards, reserves items, reviews interlibrary loan requests, responds to patron account questions, empties book drop and shelves books and other materials.
- Assists patrons in finding information and resources.
- Provides reader's advisory services by developing knowledge of the library's holdings, and locating and recommending books for patrons.
- Explains library policy to members of the public and to other libraries as needed.
- Understands how to use the catalog and other online resources. Provides instruction in their use to patrons, staff and volunteers.
- Assists patrons with printing and computer questions.
- Accepts reserves for library materials, handles interlibrary loan requests and notifies patrons when items are available.
- Opens and closes library as scheduled.
- Straightens books on shelves and performs general shelf-reading duties as assigned.
- Attends staff meetings and training as required.

- Works on projects as assigned by the Readers' Services Manager or Director.
- Participates in additional assigned responsibilities that may include:
 - Book displays
 - Process periodicals
 - Forms creation and restocking
 - Online book reviews
 - Overdue notices and bills
 - Periodicals retention
 - Reference Services
 - Technology maintenance

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to deal tactfully and courteously with the general public and to maintain effective working relationships with other library staff.
- Knowledge of library and clerical terminology, library procedures, use of computers and other equipment. Experience with Leap / Polaris highly desirable.
- Ability to maintain established library records and files.
- Knowledge of books -- background in literature helpful.
- Strong organizational ability.
- Ability to comprehend, analyze and interpret policies and procedures of the library.
- Proactive customer service orientation.