

Adult Services/Reference Library Assistant

The Denville Public Library is seeking a Library Assistant to join our Adult Services Team.

Requirements:

- Strong customer service skills
- Strong computer skills (Wordpress, Microsoft Suite and Google)
- Working knowledge of library resources (print and digital)

Responsibilities may include but are not limited to:

- Staffing the Reference Desk
 - troubleshoot and help library patrons with a wide variety of questions and technology related issues (printing, formatting word documents, navigating websites and social media)
 - Locate and shelve library materials
 - Offer Readers' Advisory suggestions
- Creating content for social media platforms
- Designing promotional materials for programs and Library services
- Hosting/attending/coordinating programming and outreach for adult audiences
- Additional responsibilities may include collection development and other special projects

Qualifications:

- A completed Bachelor's degree is required.
- A background check and fingerprinting is required before employment.

Hours for this position:

- Monday, Tuesday, Thursday evenings 5pm - 9pm
- Additional hours (mornings, afternoons and/or Saturdays) may be required as needed for coverage.

To Apply:

- We are an Equal Opportunity Employer.
- All employees are required to undergo fingerprinting and background checks
- Please send application materials to Ilene Lefkowitz, Supervising Librarian, Adult Services. Ilene.Lefkowitz@denvillelibrary.org