

# ROSELLE PUBLIC LIBRARY, UNION COUNTY

## JOB POSTING

**Title:** Library Assistant  
**Location:** Roselle Public Library  
**No. of Positions:** Two (2) part-time positions (15 hours per week)

**Opening Date:** January 5, 2015  
**Closing Date:** January 16, 2015

Under supervision performs a variety of routine nonprofessional library tasks, including, but not limited to, charges and discharges library material to users, computes and collects fines, answers patron inquiries pertaining to physical location of library materials, library hours, reviews library membership applications for completeness, checks shelves to ensure proper filing of library materials, prepares library materials for circulation; does other related duties. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the Library.

Ability to perform extensive alphabetizing beyond the first letter of a word; ability to comprehend and follow written and/or oral instructions; ability to perform numerical filing beyond the initial digit of a sequence of figures. Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position. Library experience preferred. Appointee will be required to possess a valid NJ driver's license. Must be a Roselle Resident, US Citizen, High School graduate or GED, and 18 years of age or older. Please send cover letter, resume and references to Jeanne Marie Ryan, Library Director, at [jmryan@lmxac.org](mailto:jmryan@lmxac.org). Only candidates to be interviewed will be contacted.

The Roselle Public Library is an equal opportunity employer who fully and actively supports equal access for all people regardless of age, race, creed, color, national origin, ancestry, marital status, affectional, sexual orientation or sex.