

# HELP WANTED

## Part Time Library Assistant Opening Whippanong Library

The Whippanong Library in Whippany has an immediate opening for a Library Assistant to perform Circulation Desk responsibilities and other duties as assigned.

The responsibilities of the Library Assistant are, but not limited to:

- Circulate and discharge materials, answer telephone and call patrons, collect fines and fees, reserve museum passes, register program attendees, wipe down returned items, shelve returned materials, etc.
- Assist patrons over the telephone or in person
- Additional duties as assigned

### Overall Qualifications/Requirements

- Must be reliable, organized, punctual, creative, patient, technically savvy, professional, pleasant demeanor, able to work independently and as part of a team, comfortable with technology, and flexible and reliable regarding responsibilities and schedule. Familiarity with Polaris/Leap or another ILS a plus. Be able to bend, kneel, sit for extended periods, and stretch

### Hours

Work shifts are Monday 9-1 and first and fourth Saturday every month 9-1. Potentially other shifts as assigned or as needed by Library.

### How to Apply

Email a brief cover letter, resume and three references to Rochelle Levin at [director@whippanong.org](mailto:director@whippanong.org) with Library Assistant in the subject line. No phone calls or faxes.