

## Adult Services Librarian Part-Time

The Piscataway Public Library provides opportunities for all members of the community to learn and connect.

The Library welcomes applications for the following part-time adult services position.

### Description:

The Adult Services Part-Time Librarian is responsible for reference and customer service to all ages at both the Kennedy and Westergard Libraries. The Piscataway Public Library embraces a team approach to support outreach and special projects.

### Responsibilities:

- Offering assistance to effectively meet the informational needs of users of all ages, by providing reference, readers' advisory, and computer support while employing a welcoming demeanor
- Participates in the formulation, development, and completion of departmental and library-wide objectives
- Provides instruction on information literacy and technology skills to individuals, visiting groups, and classes as required
- Representing the library at community events
- Participates in collection development
- Creates and maintains book displays
- Promotes library services and programs by contributing to the website and social media platforms
- Performs all other duties as assigned
- Continuing education to update professional skills and active participation in professional library organizations

### Qualifications:

- Master's Degree in Library and Information Science (or equivalent) from an ALA accredited program and New Jersey Professional Librarian's Certificate are preferred. Consideration will be given to currently enrolled MLS students for the Information Assistant/Library Associate title.

- Demonstrated experience in the following areas: customer service, providing reference and technology assistance, collection development
- Ability to communicate clearly, courteously, and effectively with library patrons and staff
- Competency in the use of the latest relevant technology to manage and deliver information services
- The ability to use library automation software and G-Suite applications

#### Physical Requirements

- The ability to sit, stand, walk, and stoop in the provision of services to the public
- The ability to handle, reach for, and carry materials of up to 20 lbs
- Dexterity to operate keyboards and other office equipment
- Visual acuity to read print and computer screens
- Vocal ability to communicate clearly and courteously with customers, co-workers, and groups outside the library
- The ability to write clearly and effectively
- Hearing to perceive information at normal spoken word levels
- The ability to travel between libraries and to attend occasional meetings and outreach events in other locations

#### Schedule:

- 21 hours per week
- A regular schedule will include at least one evening per week, a rotating weekend day, and daytime shifts
- There may be an opportunity for additional hours on a substitute basis

#### Compensation:

This is a part-time position, \$37.98 per hour for librarian with MLS and NJ certification (\$31.99 per hour for Library Associate currently enrolled in MLS program)

#### Notices:

- The successful candidate must comply with the “New Jersey First Act”
- All Piscataway Township employees are subject to the successful completion of a 3-month performance evaluation period
- Offers of employment will be conditional pending the completion of a criminal background check and drug screening as part of pre-employment procedures
- Piscataway Public Library is an Equal Opportunity Employer

To Apply

Interested candidates should email a cover letter, resume, and names and contact information for three professional references to: [jobapplications@piscatawaylibrary.org](mailto:jobapplications@piscatawaylibrary.org) and include **Adult Services PT Librarian** in the subject line. Applications will be accepted through September 23. Only applicants invited for interviews will be contacted.

About Piscataway Public Library:

Piscataway Township has a richly diverse population of over 58,000 and is located in Middlesex County, NJ. Piscataway Public Library is a statewide leader in public library service and emphasizes community engagement. Piscataway Public Library nurtures professional development, leadership, and innovation.

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