

**Parsippany-Troy Hills Public Library System
Job Posting**

Position Title: Library Assistant, part time

Department: Customer Service

JOB DUTIES: (include but are not limited to):

- Assist customers at customer service desk:
 - check-in/check-out material
 - perform basic searches and place holds on material
 - issue borrower cards
 - explain library procedures & policies with respect to loan periods, fines and library hours
 - assist customers in person and over the phone with questions or concerns
- Assist with other duties performed in the department as directed

JOB QUALIFICATIONS:

- High School diploma
- customer service experience required
- computer experience required
- must be able to work weekdays, nights and Saturdays
- must be flexible to work at all three branches of the Library (as needed)
- ability to communicate effectively with library customers and staff
- must be able to multitask
- must be able to work within a team structure

If you possess the qualifications above and are interested in applying for this position, please submit an application with a brief cover letter and a copy of your resume to maria.crawford@parisppanylibrary.org no later than September 25, 2017

Posted September 11, 2017