

Summary:

The Parsippany Library is seeking a Part Time Librarian (Civil Service Librarian 1) or Library Associate to work as a substitute in our three Branches. This position reports to the HR Coordinator, and will provide reference, support, technology instruction, troubleshooting, and readers' advisory to patrons in either the Information Services or Children's departments of our three branches. The preferred candidate will hold an MLS/MLIS degree but MLS/MLIS students will be considered (Library Associate). Salary is \$25 per hour for degreed librarians and \$20 for students. Once available shifts are known, the employee will be able to pick the ones they are able to work. Shifts will include days, nights, and weekends, and can be at any of our three locations. For a full job description and a job application, please visit the library's website. To apply, send a completed application, resume, and three professional references to Melanie.allerdings@parsippanylibrary.org by 12/08/2023. No phone calls please.

Job Description:

Position Title – Part Time Substitute Librarian

Location – Main Library, Lake Hiawatha Branch, Mt. Tabor Branch

Department – Administration

Supervisor – HR Coordinator

Salary – \$20.00 - 25.00/hour depending on experience and education

Schedule – Varies, and includes days, nights, and weekends. No more than 28 hours per week.

Job Duties

- Cover the reference and children's department desks and offer support to patrons with questions.
- Assist patrons with holds, research, web searching, and computer software/programs.
- Notify the Department Manager when supplies are running low/needed.
- Answer the department phone and either assist the patron, or transfer to appropriate person.
- Reserve individual and group study rooms, and provide access to the rooms.
- Makes recommendations for the ongoing collection development process.
- Enroll new patrons in the system and set up new library cards.
- Covers the circulation desk if needed.
- Shelving books and shelf-reading materials to ensure they are in the correct spot.
- Ability to work independently and as part of a team.
- Performs other duties to support the library system.
- Enforce Library rules of conduct and policies with Patrons.
- Experience with MAIN a plus.

Qualifications

- MLS/MLIS Degree, or currently enrolled in a MLS/MLIS program.
- A valid Certification as a Professional Librarian issued by Thomas Edison State University, or the ability to obtain the Certificate within 6 months of graduation of MLs/MLIS degree.
- 1-2 years of experience in a public library setting.
- Knowledge of current trends in library technology.

Job Requirements

- New Jersey residency requirement: "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70).
- Ability to perform the job with or without reasonable accommodation.
- Able to sit, stand, bend, kneel, climb, push, and pull. Ability to lift up to 25 pounds.