

PASSAIC PUBLIC LIBRARY

195 GREGORY AVENUE
PASSAIC, NEW JERSEY 07055-4805

PHONE: (973) 779-0474 FAX: (973) 779-0889

www.passaicpubliclibrary.org



- JOB TITLE:** LIBRARY ASSOCIATE, FULL-TIME
- LOCATION:** FORSTMANN MAIN & REID BRANCH LIBRARIES
- HOURS:** 35 hours per week – Monday through Sunday,
includes both day and evening hours
- EDUCATION:** Must have graduated from an accredited college or
university with a Bachelor's Degree

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Working under supervision, takes the lead in tasks assigned to support staff, resolves patron concerns and answers reference questions. Other duties may include: taking the lead in developing and implementing programs for the public; assisting and training the public on the use of Library resources.

The position requires working in the Circulation Department and/or the Children's Department. Duties in those areas include: assisting patrons, checking out and discharging Library materials; packing and unpacking of interlibrary loan materials; issuing Library cards and filing Library card applications; answering phones, collecting fines and fees and being able to issue change.

Excellent customer service skills are required!

We have a branch located at 80 Third Street, which is open weekdays from 1-5pm - You may be required to work there at times.

Please submit cover letter, resume and three professional letters of reference to: searchcommittee@passaicpubliclibrary.org.

Applications will be accepted until position is filled.