

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 MONITOR, PART-TIME

LOCATION: FORSTMANN MAIN & REID BRANCH LIBRARIES

HOURS: up to 20 hours per week – Monday through Sunday,
includes both day and evening hours

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Checking out and discharging Library materials to patrons; shelving of Library materials and maintaining order on the shelves; 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!

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

Applications will be accepted until position is filled.