



GLOUCESTER COUNTY
invites applications for the position of:

Part-Time Library Specialist – Children Services

HOURLY: \$15.62

OPENING DATE: 1/12/2022

CLOSING DATE: Open Until Filled

Description:

Under supervision, performs para-professional library work assisting with planning, organizing, implementing and promoting special programs, events and exhibits presented by the Library. Work also involves assisting library patrons and maintaining library materials and records. Employee must exercise tact and courtesy in all contacts with library patrons. Reports to Director of Library Services or designated Library Coordinator.

Required Knowledge, Skills, and Abilities:

Broad knowledge of the card catalog, the library's filing system and various types of informational materials in the main or branch library.

Broad knowledge of books, magazines and related materials available to the public.

General knowledge of literature appropriate for juveniles, young adults and adult patrons.

General knowledge of media including film, video, filmstrips, audio recordings and library computer software and networks.

General knowledge of current literature, trends, and developments in the field of library sciences.

Ability to use standard library methods and principles in bibliography, cataloging, classification, circulation, and reference services.

Qualifications

Possession of a high school diploma/GED supplemented by secondary coursework in child development, children/adult literature. Associate Degree preferred.

Two (2) years of progressive experience in public library work.

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

Special Requirements

General knowledge of library routine and procedures. Experience and proficiency in the use of personal computers and commonly used Microsoft Office software products to include Outlook, Word, and Excel; specialized programs and the internet.

To be considered for this position, your online application must include your cover letter, resume, and three (3) professional references.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer & Drug Free Workplace