



GLOUCESTER COUNTY
invites applications for the position of:

Library Specialist – Mobile Outreach Services

SALARY: \$34,634 +/- DOQ

OPENING DATE: 03/08/2023

CLOSING DATE: Open Until Filled

Description:

Under supervision, performs para-professional library work developing and delivering mobile outreach services in the County. Performs circulation duties, readers' advisory and reference and conducts programs for all ages; drives the outreach vehicle and ensures timely vehicle maintenance. Employee must exercise tact and courtesy in all contacts with library patrons and the public. Reports to Library Director.

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 the geography of the County.

Broad knowledge of mobile library vehicle schedules and procedures.

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, 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's 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

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

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