



## We are hiring! Multiple Positions Available

Spanish or Portuguese speaking highly preferred

The Long Branch Free Public Library is the place where tradition and innovation meet. We are a nationally recognized library seeking dynamic, reliable, and energetic individuals to join a stellar team. Successful candidates must be able to provide *remarkable customer service* to our diverse community.

**Circulation (account services)** Part-Time no benefits (19 hours), nights until 8pm and Saturdays may be required

**Examples of work:**

Assist patrons with their account and other library needs in person, on the phone, and electronically; understand how to use and provide instruction of the catalog and other online resources, understand and develop patron's reading styles and preferences.

**Children's Services** Part Time no benefits (19 hours), nights until 8pm and Saturdays may be required

Monday-Thursday 10am-1pm, Saturday 9am-5pm

**Examples of work:**

See above, plus, provide bilingual story time, assist with school class visits, aid with art projects and library décor, assist with special events.

**Technology & Career Center** Full Time with benefits & one Part-Time no benefits (19 hours)

Nights until 8pm and Saturdays may be required

**Examples of work:**

Assists community with the use of library software and equipment, including accessing library resources on personal devices; responsible for basic career and business development; performs basic technology troubleshooting on equipment; appraises Technology Manager of issues with patrons or technology in the lab; assists Technology Manager with upkeep of library technology and website content.

**For all positions, required knowledge and abilities:**

- Ability to converse clearly and courteously with patrons and staff
- Must have excellent customer service skills
- Must have strong computer and electronic skills
- Strong organizational ability
- Ability to comprehend and interpret policies and procedures of the library and explain them to the public
- Attend staff meetings and training as required
- Participate in other duties as assigned by direct supervisor and Library Director

**Required Qualifications:** High school diploma or equivalent; All positions start at \$16.47 and are Civil Service positions

Please submit application and resume to Tonya Garcia – [tgarcia@longbranchlib.org](mailto:tgarcia@longbranchlib.org)

Applications will be accepted until the position is filled

Long Branch Free Public Library

328 Broadway, Long Branch, NJ 07740 [Longbranchlib.org](http://Longbranchlib.org) - 732-222-3900 ext. 2240