

## **Library Administrative Assistant, Part Time, 18-20 Hours/Week**

The Pennington Public Library is seeking an enthusiastic, easy-going, organized and detail-oriented Administrative Assistant who loves to work with the public. Pennington is a friendly and close-knit community with an active volunteer population.

Duties include, but are not limited to, cataloging and materials processing, collection maintenance, interlibrary loan processing and financial processing. Additional duties include maintenance of library materials, library appearance and library resources. In the absence of a volunteer, performs full range of circulation desk duties, including checking materials in and out, reserving books, collecting fines and answering the phone.

**QUALIFICATIONS/REQUIREMENTS:** High School Diploma required. The successful candidate will have a flexible schedule, excellent time management skills and is proficient with computers. Working knowledge of Excel and Quicken and experience with library catalog software is preferred. A background working in libraries or with the public is desirable. Knowledge of common computer software such as MS Office is required. Excellent customer service skills, flexibility, and the ability to work collaboratively with colleagues are a must.

**COMPENSATION:** Starting Salary: \$12.50/hour

**HOW TO APPLY:** By November 30, 2017: Please send resume and cover letter explaining why you are the perfect person for this job to Kim T. Ha, Director, Pennington Public Library, 30 North Main Street, Pennington, NJ 08534, or email with "Application: Library Administrative Assistant" in subject line to Kha@penningtonlibrary.org. No phone calls please. Due to the high number of responses, we will only respond to candidates who have been selected for interviews.

For Full Position duties: <http://bit.ly/2A19T7b>