

# TOWNSHIP OF READINGTON

WHITEHOUSE STATION, NEW JERSEY 08889



## Employment Opportunity

### **LIBRARY ASSISTANT (PT) – READINGTON TOWNSHIP**

The Township of Readington seeks a part-time Library Assistant to perform a variety of clerical, customer service, and operational duties in support of the library. Responsibilities include opening and closing the library; emptying the book drop daily; assisting patrons; shelving books and materials in proper locations; sorting and shelving items delivered by courier; and assisting with the book locker system. Additional responsibilities include but are not limited to office supply ordering, assisting with the children's summer reading program, and supporting staff scheduling and volunteer coordination. The position requires Saturday morning availability from 9:00 a.m. to 12:00 p.m. Strong computer skills and the ability to work effectively with the public are required. Hourly Rate: \$15.95 – \$30.00 per hour, commensurate with qualifications and experience. Interested candidates should submit a résumé to Jeannie Vitale at [tblibrary@readingtontwp-nj.org](mailto:tblibrary@readingtontwp-nj.org). The Township of Readington is an Equal Opportunity Employer. The Township reserves the right to conduct interviews or make a hire prior to the close of the application period.