



The Franklin Township Public Library, located in Somerset, NJ seeks an energetic, customer service driven individual to join our team!

**Position Title:**  
Library Assistant

**Location:**  
DeMott Lane Branch

**Department:**  
Circulation

**Primary Responsibilities:**

- Charging and discharging library materials
- Answering patron questions in person and on the phone
- Issuing new and renewing existing library cards
- Accepting payment for library fees
- Shelving books, straightening, and organizing shelves

*Duties include but are not limited to the examples above. Duties, responsibilities, and activities may change with or without notice.*

**Qualifications:**

- Be able to deal with difficult situations in a positive manner.
- Be able to follow oral and written directions in English. (Bilingual abilities a plus.)
- Be able to repetitively bend and lift up to 25lbs.
- Be able to work cooperatively as part of a team.
- Possess a basic knowledge of computers.
- Possess a high school degree or higher.

**Pay Rate:**

\$17.00 an hour. Sundays are paid at time a half. All part-time staff are eligible to accrue sick time per NJ's Paid Sick Leave Law and will be enrolled in the DCRP pension system when earnings requirements are met.

**Work Schedule:**

The selected candidate will be scheduled to work at our DeMott Lane location for an average of 11.5 hours a week. Additional hours available during staff absences.

- Mondays 10 a.m. to 2 p.m.
- Fridays 1 p.m. to 5 p.m.
- The 2nd and 4th Saturdays of each month from 10 a.m. to 5 p.m. (July & August 10 a.m. to 2 p.m.)

*This is not a seasonal or temporary position.*

**How to Apply:**

Applications are available online at [www.franklintwp.org/employment](http://www.franklintwp.org/employment) and should be emailed to [mingegno@franklintwp.org](mailto:mingegno@franklintwp.org). Please use the subject line DESK ASSISTANT / CIRCULATION DEPT. The position is open until filled. No phone inquiries. *Only candidates selected for interviews will be contacted.*

*Proof of COVID vaccination is required for employment at the library.*