

PASSAIC PUBLIC LIBRARY

195 GREGORY AVENUE
PASSAIC, NEW JERSEY 07055-4805

PHONE: (973) 779-0474 FAX: (973) 779-0889

www.passaicpubliclibrary.org



JOB TITLE: LIBRARY MONITOR, PART-TIME

LOCATION: BOTH FORSTMANN MAIN & REID BRANCH LIBRARIES

HOURS: up to 27 hours per week – Sundays and
Weekdays (Monday through Friday)
includes both day and evening hours

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Checking in and discharging Library materials to patrons;
- Shelving of Library materials and maintaining order on the shelves;
- Packing and unpacking of interlibrary loan materials;
- Issuing Library cards and filing Library card applications;
- Answering telephones;
- Assisting patrons with wireless printing;
- Collecting fines and fees money and being able to issue change.

Ability to speak and understand Spanish a plus.

*Excellent customer service skills are required!
A High School Diploma or equivalent is required.*

Please submit cover letter, resume and letters of reference to:
searchcommittee@passaicpubliclibrary.org.

Applications will be accepted until position is filled.