



## **NOTICE OF JOB VACANCY**

**POSTING NUMBER: #21-03**

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An opportunity currently exists in the Adult Services Department for a part-time position of Senior Page. Applicants who meet the requirements below may apply.

**Title:** Senior Page (Part-Time)

**Issue Date:** January 10, 2022

**Compensation:** Starting hourly rate is \$13.00/hr

**Location:** Westfield Memorial Library, Adult Services Department

### **JOB DESCRIPTION:**

The Westfield Memorial Library is seeking an energetic, responsive, and detail-oriented individual to join the Adult Services Department. The successful applicant should have a demonstrated capacity to deal effectively and courteously with all library employees.

### **RESPONSIBILITIES:**

- Displays and organizes newspapers and magazines on a daily and long-term basis;
- Prepares and organizes incoming and outgoing Inter-Library Loan materials;
- Delivers library mail to Town Hall;
- Maintains library flyer display at Town Hall;
- Weeds and shifts books and other library materials;
- Empties outside bookdrops when needed;
- Performs some basic public computer responsibilities;
- Shelves books and library materials as needed;
- Assists with other duties as instructed.

**KNOWLEDGE AND ABILITIES:**

- Basic computer and technology skills;
- Strong organizational skills;
- Strong interpersonal and communication skills;
- Ability to lift and move boxes of books, magazines, and other library materials

**SCHEDULE:**

Schedule consists of Monday, Tuesday, Thursday, and Friday 9AM-1PM, for a total of 16 hours per week.

**NOTICES:**

Equal Opportunity Employer. Employees must comply with the "New Jersey First Act".

**TO APPLY:**

Interested applicants should fill out and submit the application:

<https://wmlnj.org/wp-content/uploads/2021/12/WestfieldTownEmploymentApplication.pdf>

and three (3) references to [jschulze@wmlnj.org](mailto:jschulze@wmlnj.org). Applications will be accepted until the position is filled. Phone calls will not be accepted in response to this job advertisement.