

EMPLOYMENT OPPORTUNITY

**Alfred Baumann Free Public Library
Borough of West Paterson
7 Brophy Lane
Woodland Park, New Jersey 07424
973-345-8120**

- Position Title:** Library Assistant
- Hours:** Part Time Hours TBD
Evenings and/or Weekend hours
- Salary:** Commensurate with education and experience within job classification
- Available** Position available immediately
- Job Description:** Circulation Assistance
Telephone & in person Reference Assistance
Care & maintenance magazine collection
Circulation Desk Procedures
Library Clerical Responsibilities
Other duties as assigned
- Requirements:** The ideal candidate should have—
Computer knowledge & skills including, MS Word, Excel,
& MS Windows operating system
Communicate effectively both verbally and through the written word
Willingness to assist users of all ages
Relevant work experience
- Application:** Interested candidates should apply by resume with cover letter or
request an Application Form
Applications will be received until position is filled
Interviews will be scheduled as required

Submit applications/resumes to:
Robert Lindsley, Library Director
Alfred Baumann Public Library
7 Brophy Lane
West Paterson, NJ 07424
Voice 973-345-8120
FAX 973-345-8196
Email lindsley@wpatlibrary.org