



Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 • www.bernards.org



JOB DESCRIPTION

JOB TITLE: Library Assistant – Interlibrary Loans		DEPARTMENT: Library	DATE: 8/8/25
REPORTS TO: Sr. Librarian – Reference Services	GRADE LEVEL: 1	JOB STATUS: Regular/Part-Time	HOURS/WEEK: 17
SCHEDULE: Monday-Friday			

SUMMARY: Briefly describe what the position was created to accomplish.

Under the direction of the supervising Librarian, performs skilled technical, clerical, and physical work (standing, bending, and lifting) processing interlibrary loans. Deals with most issues independently within the scope of their authority based on library policy.

SUPERVISORY RESPONSIBILITIES: The scope of the person's authority, including a list of jobs that report to this position.

Trains and supervises volunteers, and monitors delivery service personnel.

WORKING CONDITIONS: Environment in which the job is performed, any unique conditions outside a normal office environment.

Work is performed in the office and materials collections areas throughout the Library.

ESSENTIAL FUNCTIONS: The tasks, duties, and responsibilities of the position that are most important to get the job done.

- Processes interlibrary loans.
- Packs outgoing and unpacks incoming shipments of items and sorts for proper processing; including the lifting of packed and/or unpacked items up to 40 pounds.
- Researches and troubleshoots interlibrary loan problems, including missing items, delivery problems and patron or other library communications.
- Collaborates with staff members to facilitate efficient and timely interlibrary loan service and assist with other departments as needed.
- Compiles and maintains accurate monthly statistics and reports them to supervisor as needed.
- Maintains written interlibrary loan procedures as needed.
- Recycles, files, and maintains neat and organized work areas.
- Continues to develop skills by attending relevant training as directed.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES: The specific minimum competencies required for job performance.

- Proactive customer service orientation, ability to deal tactfully and courteously with internal and external customers.
- Must be thorough and complete in all duties. Accuracy and attention to detail essential. Must be able to follow oral and written directions.
- General working knowledge and skill in the use of computers and word processing and office equipment.
- Ability to problem solve and remain flexible.
- Ability to read, write, spell, speak, understand and communicate in English sufficiently to perform the duties of the position.



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JOB DESCRIPTION – Library Assistant-Interlibrary Loans

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Education: High school graduate or equivalent.

Experience: Previous library experience preferred. General working knowledge of current technology.

Special Requirements: Strength to lift up to 40 pounds and maneuver heavy book carts. Ability to bend and stretch to retrieve items from high and low shelving. Ability to stand for extended periods of time.

SUCCESS FACTORS: *Personal characteristics & behaviors that contribute to an individual's ability to excel on the job. Some examples:*

- Works well with others and as a team player.
- Ability to adjust to change and/or new work flows.
- Is friendly, helpful, and customer-service oriented.
- Is accurate and detail-oriented.
- Exhibits strong organizational and communication skills.
- Enjoys a physically active job.