



# Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-766-2510 • [www.bernards.org](http://www.bernards.org)

## JOB POSTING

POSTING DATE: August 8, 2025

APPLICATION DEADLINE: August 29, 2025 or until position filled

POSITION: Library Assistant - Interlibrary Loans	DATE POSITION WILL BECOME AVAILABLE: August 14, 2025
POSITION TYPE: Regular / Part-Time	DEPARTMENT: Library
POSITION REPORTS TO: Librarian-Reference Services	HOURS PER WEEK: 17
SCHEDULE: Monday-Friday	SALARY: Entry Level (Pay will commensurate with level of experience)

### **PRINCIPLE DUTIES:**

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.

### **JOB REQUIREMENTS:**

- Must be able to pack outgoing and unpack incoming shipments of items and sort items for proper processing including the lifting of packed and/or unpacked items up to 40 pounds.
- Ability to research and troubleshoot interlibrary loan problems, including missing items, delivery problems and patron or other library communications.
- Collaborate with staff members to facilitate efficient and timely interlibrary loan service and assist with other departments as needed.
- Compile and maintain accurate monthly statistics and report them to the supervisor as needed.
- Maintain written interlibrary loan procedures as needed.
- Recycle, file, and maintain neat and organized work areas.
- Continue to develop skills by attending relevant training as directed.
- Train and supervise volunteers and monitor delivery service personnel.
- Performs related tasks as required.
- Proactive customer service orientation, ability to deal tactfully and courteously with internal and external customers.
- General working knowledge and skill in the use of computers and word processing and office equipment.
- Ability to read, write, spell, speak, understand and communicate in English sufficiently to perform the duties of the position.

### **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.

**CONTACT:** Send resume and cover letter to Amy Pasquariello, Librarian – Reference Services, [apasquariello@bernardslibrary.org](mailto:apasquariello@bernardslibrary.org). All resumes will be reviewed and only those applicants chosen to move forward in the hiring process will be contacted.

### **BERNARDS TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER**

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven-day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.