



MARGARET E. HEGGAN FREE PUBLIC LIBRARY

of
WASHINGTON TOWNSHIP

606 Delsea Drive, Sewell, NJ 08080-9302
856-589-3334 • www.hegganlibrary.org

POSITION AVAILABLE
PART-TIME REFERENCE LIBRARIAN

The Margaret E. Heggan Free Public Library in Sewell, NJ seeks a PT Reference Librarian to work approximately 12-15 hours per week, primarily during evenings and rotating Sundays, including summer months. This position reports to the FT Reference Librarian. Responsibilities include providing reference and readers' advisory services to patrons, assisting patrons in the computer lab and with the use of electronic resources, developing the library collection, and participating in professional development. The person in this position will be the librarian in charge, responsible for the staff and the building, during evening and Sunday shifts. Other duties include performing all other library functions at the direction of the supervisor.

This position requires a Master's Degree in Library and Information Science from an ALA accredited program or a NJ State Professional Librarian's Certificate. Three years of experience as a professional reference librarian preferred. Strong customer service skills are essential and the ability to maintain effective working relationships with others. Knowledge of print and electronic reference and reader's advisory tools is essential. Ability to adapt to new technologies is required. Excellent oral and written communication skills necessary. The ideal candidate will be an enthusiastic and highly motivated librarian who loves helping others with research needs.

The hourly range for this position is \$22.00 -- \$30.00 and pay is commensurate with qualifications and experience.

The selected candidate, if not a New Jersey resident, will be required to establish New Jersey residency within a year of appointment in accordance with the New Jersey First Act. Preference will be given to applications received by August 24 2018. Only candidates of interest will be contacted.

To apply, send a resumé, cover letter, and contact information for three professional references to Sheila Mikkelson, Library Director, at smikkelson@hegganlibrary.org