

# Please Post

November 18, 2022

## NOTICE OF VACANCY

**TITLE:** LIBRARY ASSOCIATE

**JOB STATUS:** Part Time – 28 hours/week

**DEPARTMENT/DIVISION:** Department of Finance and Library Services  
Division of Library Services – Youth Services @ Main Library

**STARTING SALARY:** \$19.39/hr

**CLOSING DATE:** Until Filled

**START DATE:** To be determined

### **JOB DUTIES:**

Under the direction of a professional librarian, takes the lead in organizing and implementing the technical or public service aspects of one or more library programs such as the development and coordination of events, patron services or collection management; does other related work.

### **JOB SPECIFICS:**

This opening is with the Youth Services Department and is responsible for coordinating and implementing children and teen programming; and for community outreach to local schools and daycare programs.

### **MINIMUM REQUIREMENTS:**

#### **LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

#### **EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

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### ***RETURN COMPLETED APPLICATIONS AND RESUME TO:***

(Standard County Application Form is located at the following address or [www.sussex.nj.us](http://www.sussex.nj.us))

Office of Employee Services  
Sussex County Administrative Center  
One Spring Street  
Newton NJ 07860

Email: [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us)

Fax: 973.579.0355

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.