



JOB POSTING #21-25

Title: Library Assistant, Full-time

Location: Pemberton Library

Salary: \$38,952

Open: 09/12/2025

ABOUT BCLS

The Burlington County Library System (BCLS) consists of 15 locations and both a Mobile Library and a Mobile Learning Lab that travel to dozens of community touchpoints throughout the largest county in the state. In addition, a Library by Mail service expands our reach in new and unique ways. We are an organization committed to staff growth and continuing education to help our team keep up with the ever-changing library field. Our Inclusion, Diversity, Equity and Accessibility (IDEA) committee works continually toward inclusion goals and new and evolving work group projects ensure there are system-wide opportunities for employees to tackle large initiatives. Other highlights include a StoryWalk® on our adjacent County Parks grounds, a 250-seat auditorium hosting concerts, performers and events for all ages and an annual Book Festival celebrating all things reading! Flip through our [2024 Annual Report](#) or more about our recent initiatives!

DESCRIPTION

The Pemberton branch of the Burlington County Library System is looking for an enthusiastic, service-oriented, and self-motivated individual to join its team. The individual will provide exemplary customer service by being attentive, approachable, empathetic, and helpful while working with people of all ages and backgrounds. Some examples of duties include:

- Assist customers in-person, online, and over the phone; check in/out materials; accept fines/fees and reconcile cash drawers; register new borrowers for library memberships and provide information on library services and events.
- Follow and perform opening/closing procedures as well as shelve library materials.
- Support a suite of technology programs to expand digital fluency and learning capabilities.
- Participate in community outreach events, including STEM and emerging technology activities at area schools and community partner sites.
- Perform other duties as assigned.

REQUIREMENTS

- Knowledge of basic arithmetic using whole numbers. Ability to perform extensive alphabetizing beyond the first letter of a word. Ability to converse by speaking clearly, concisely, and courteously.
- Ability to push, pull, lift, and carry 40 lbs. or less on a sporadic basis with or without accommodation.

SCHEDULE

Full-time, 35 hours per week, evenings and weekends. Four Sundays per year. Flexibility is a must for outreach events.

Send cover letter and resume as PDF attachments to jobs@bcls.lib.nj.us by **10/03/2025**. Include **Job #21-25** in the subject line.