



Louis Bay 2<sup>nd</sup> Library and Community Center  
345 Lafayette Avenue  
Hawthorne, NJ 07506  
973-427-5745

Monica A. Smith  
Director

## JOB POSTING

### **External: open until filled**

**Position:** Part Time Library Monitor  
**Reports to:** Head of Technical Services  
**Location:** Louis Bay 2<sup>nd</sup> Public Library and Community Center  
**Hours:** up to 30 hours per 2 week pay period  
September through June, following the public school calendar  
**Hourly Rate:** \$15.00

### **Duties:**

- Monitor all individuals or groups of patrons visiting all areas of the Library to ensure they are following the Library's Rules of Conduct and any and all interim procedures currently in place.
- Consistently, fairly, and firmly ensure that all un-attended or under-attended minors are neither negatively affecting other patrons' use of the facilities nor interfering with the staff's ability to perform their duties.
- Actively follows all library policies and when necessary explains them clearly to patrons.
- Document all behavioral infractions, supplementing the report with security camera footage when available.
- Perform other duties as assigned by the Supervisor or Director.

### **Requirements:**

- The employee must work when school is in session; schedule can shift +/- minutes:
  - Monday – Friday:
    - Start Time: 2:30pm - 3:00pm
    - End Time: 5:30pm – 6:00pm
  - On session days or half days:
    - Start Time: 1:00pm – 1:30pm
    - End Time: 4:00pm – 4:30pm
  - School holidays, vacations, and snow days are excluded.
- Some college preferred.
- Ability to effectively use technology tools including the Internet, email, office applications, as well as other library related programs; ability to work effectively as a team member
- Ability to communicate effectively in written and oral form; ability to manage multiple projects and meet deadlines; ability to respond to or handle emergency situations effectively in cooperation with the in-charge person.
- This title is covered by the UPSEU Collective bargaining Agreement; however, it is exempt from the accrual or awarding of vacation time.

### **Application Requirements:**

- Cover Letter
- Current Resume
- Send via email to:  
Monica A. Smith, MBA, MLIS  
Director, Louis Bay 2<sup>nd</sup> Library and Community Center  
345 Lafayette Avenue  
Hawthorne, NJ 07506  
[smith@hawthorne.bccls.org](mailto:smith@hawthorne.bccls.org)