



**Jersey City Free Public Library**  
**Department of Personnel**



**472 Jersey Avenue | Jersey City, NJ 07302**  
**P: 201.547.4500 | F: 201.209.9593**

**Job Title: Community Library Assistant**

Division: Library Services

Location: Miller Branch

Full-Time/Part-Time: Full-Time

Workweek: 9:00am - 5:00pm (35 hours per week). Evenings and weekends will be scheduled as needed.

*\*Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the employee for this job. Duties, responsibilities and activities, may change at any time with or without notice.*

**About Jersey City and the Jersey City Free Public Library (JCFPL)**

*At JCFPL we are growing to serve the increased needs of our community!*

Jersey City, NJ is the most diverse community in the U.S. (See: <https://www.nj.com/hudson/2020/02/jersey-city-ranked-the-most-diverse-us-city-in-2020.html>). It is also the largest city in Hudson County, NJ and likely, with the next U.S. Census, to be the largest city in the State of New Jersey with a population nearing 300,000.

The JCFPL is the largest municipal library in the State of New Jersey with 10 locations and a bookmobile. Our staff of nearly 140 provides services in a wide range of languages including English, Spanish, Hindi, Gujarati, Arabic and Tagalog, among others.

**Job Duties:**

- Oversee Computer Learning Resource Center
- Recommend collections updates to Branch Manager regarding computer knowledge and training for patron use.
- Develop, implement, and lead basic computer skills classes (Young Adult, Adult, and Senior levels)
- Perform outreach to local organizations to promote Computer Learning Resource Center Services.
- Assist as needed in other departments (Circulation, Teen Center, Other Branch Programs)

**Required Experience:**

- Two years of relevant experience working with computers, peripherals, and office equipment.



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**Essential Skills:**

- Proficient in Microsoft Office (Word, Excel, and Powerpoint) and Internet Skills.
- Ability to self-train on new hardware and software.
- Ability to work harmoniously with co-workers, individuals, groups and community residents.
- Ability to work in a multi-cultural environment.

**Preferred Skills:**

- Associates Degree in Computer Science or other related fields of study.
- Microsoft Office Specialist (MOS) Certification.
- Knowledge of social media, photoshop, and web design programs.

**This is a Civil Service Job and you must eventually pass and qualify for the applicable Civil Service title.**

**To apply for this job with the Jersey City Free Public Library, please email your resume as a PDF attachment and note the position applying for in the subject line to [HR@jclibrary.org](mailto:HR@jclibrary.org)**

**Please note that this role is subject to the residency requirements set forth by the NJ first Act.**