

**Job Title:**

Library Assistant.

**Job Details:**

Bayonne is a geographically small, rapidly growing urban-suburban city with a diverse, engaged population, vibrant local business scene, excellent parks & waterfront, cruise port, and easy access via light rail & bus to New York City.

Bayonne Public Library is a newly renovated, century-old Carnegie library interested in continuing to build a new, more active library culture in Bayonne.

A large focus of this job is working closely with patrons, with an emphasis on children, to promote Library collections & services, conduct reader's advisory & reference services, and actively participate in creating, designing, and implementing new programs and services for children.

Responsibilities will include providing support to the public & staff at the Children's Room Desk and Art & Music Room Desk, assisting patrons in selection & location of services and books, planning & conducting tween programs, shelving & shelf reading, pulling holds, and creation & maintenance of seasonal displays of books & other media.

The qualified candidate should have a strong interest in and experience with programming, literature, and services for children. Knowledge of children's literature and experience running children's programs ages 6 months to 10 years old is preferred.

Fluency in English required. Fluency or conversant in Arabic or Spanish would be a helpful skill, but is not required. Full-time, 35 hours per week, including two nights per week and 2 Saturdays per month.

**Requirements to apply:**

1. 4 year degree from an accredited college or university preferred.

2. Residency in the State of New Jersey within one year of hire in accordance with N.J.S.A. § 52:14-7. Residency in Bayonne is a plus, but not required.
3. Three files: a cover letter as a .pdf, a resume as a .pdf, and three references as a .pdf. These three files must be attached to a single email, sent to the Library Director, Melody, at [mtownley@bayonnelibrary.org](mailto:mtownley@bayonnelibrary.org), with the email subject "Bayonne Library Assistant Application". Only applicants who follow this format will be considered. Email must be received by July 29th, 2025.

**Compensation:**

A salary of at least the NJLA minimum (\$34,920); generous vacation, personal, holiday, and sick time off benefits; medical, dental, prescription, and disability insurance; and NJ Public Employee Retirement benefits.