



Hamilton Township Public Library

Part Time Librarian 1, Adult Reference

20 hours per week

Job Description

Join our team at the Hamilton Township Public Library! We're looking for an energetic and service-oriented individual for a position with our Reference Department.

Our Mission: Hamilton Township Public Library enhances the quality of life in our community by providing the resources and services for lifelong learning and enjoyment, the space and opportunities to gather and connect, and by fostering a love of reading.

Responsibilities include, but are not limited to:

- Provides reference, computer assistance, and reader's advisory services working the adult reference desk.
- Manages assigned area(s) of the collection, including selection and weeding.
- Plans and schedules library programs and creates displays.
- Cooperates with schools, businesses, and relevant community organizations for outreach services.
- Assists customers in the use of the public catalog, computers, and copiers.
- Provides formal and informal technology training when assigned.
- Develops instructional tools and information brochures for the public.
- Promotes library services, programs, and resources in house and on social media.
- Participates in Library and professional meetings, workshops, webinars, and other continuing education opportunities.
- Can work a flexible schedule including days, evenings, and Saturday rotation.
- Performs other tasks as assigned.

EDUCATION:

A Master's degree in Library or Information Sciences in a library program accredited by the American Library Association or from a New Jersey College Master's program in Library Science that has been deemed acceptable by Thomas Edison State University.

LICENSE/CERTIFICATION:

Appointees may be required to possess a valid certification as a Professional Librarian issued by Thomas Edison State University.

- Appointee may be required to possess a valid driver's license.
- Benefits include paid sick leave
- **Salary: \$35.18 per hour**

Filing date deadline: May 8, 2026

HOW TO APPLY

Please submit your resume to Sue Martinez, Chief of Administrative Services, at smartinez@hamiltonnj.com

and also submit a Hamilton Township Application

<https://hamiltonmcnj.seamlessdocs.com/f/EmploymentApplication>

Questions? Contact Sue Martinez, Chief of Administrative Services, at smartinez@hamiltonnj.com

About Hamilton Township Public Library

For more information, visit <https://hamiltonnjpl.org/>