OLD BRIDGE
PUBLIC LIBRARY

Library Assistant, Digital Support Services

Part-time: $19.91 per hour

The Old Bridge library is seeking a part-time Library Assistant to work at our Digital Support Services desk at the central branch.

Applicants should be able to interact effectively with patrons and co-workers, so proficiency in verbal and written communication in the English language is needed. Additional language fluency is welcome.

The candidate must be knowledgeable about current technology. Regular responsibilities will include assisting patrons with our computers and printers, as well as personal devices. The candidate will also be required to lead some technology-based training.

A High School Diploma or equivalent is required. Knowledge of office procedures, proper telephone etiquette and a variety of office equipment are essential.

The hours for this position are Friday evenings 5-9, every Saturday 9:30-5 and alternating Sundays, 11:30-5. The successful candidate for this position should have flexible availability to accommodate a schedule that may include weekends and evenings. Schedules are assigned according to the library's need and may be subject to change.

Candidates that meet or exceed the basic criteria for this position in resume and application submitted may be scheduled for an interview. The library requires that a criminal background check be performed before an offer of employment can be made.

Applications are available at:
Old Bridge Public Library, 1 Old Bridge Plaza, Old Bridge, NJ 08857
or
https://oldbridgelibrary.org/wp-content/uploads/2024/09/obpl-employment-application.pdf

Applications must be submitted to Personnel, by **July 28, 2026** by email:
personnel@oldbridgelibrary.org or may be dropped off at Old Bridge Public Library, 1 Old Bridge Plaza, Old Bridge, NJ 08857

No phone calls please.