



Part-Time Adult Services Librarian (Librarian 1) – Union Public Library - Union, NJ

The Union Public Library serves a diverse community of more than 60,000 residents in two locations and is conveniently located in Union Township and Vauxhall, NJ. We are currently seeking a part-time Adult Services Librarian to join the busy Reference Department. With a brand-new, state-of-the-art building that opened in June 2025, this is the perfect time to join our team!

The following list is a sample of the duties required of the position and will include other tasks not listed below.

- Provide accurate reference and readers advisory to patrons in person, electronically and by phone, utilizing the online catalog, books, reference sources, bibliographies, databases and the Internet.
- Provide technology assistance to patrons using public computers or online resources.
- May represent the library by participating in outreach events as appropriate.
- Handle patron concerns and complaints with an emphasis on good customer service.
- Attend workshops and training sessions, stays well-informed of current trends in libraries and helps innovate ways to better serve the community.
- Exchange ideas, information, and opinions with supervisors to formulate policies, procedures, programs, etc. to provide high quality services.
- Other duties as assigned.

Qualifications:

- A Master's degree in Library and Information Science from a library program accredited by ALA.
- Hold or be eligible for a NJ Professional Librarian Certificate.
- Experience in a public library is preferred.
- Demonstrated ability to be part of a team.
- Must be able to communicate effectively in English, both in writing and verbally.

Compensation: \$32.09/hour

Hours: 12-18 hours/week. The schedule includes Tuesday evening (4-8PM), Wednesday/Friday (9-5PM), and at least two Saturdays per month (occasionally more as needed).

Note: This is a Civil Service Position (Librarian 1) and will be subject to all rules applicable to NJ Civil Service. Applicants must comply with the "New Jersey First Act". This is also a union position, represented by Union Council 8, I.F.P.T.E, AFL-CIO, CLC. Equal Opportunity Employer.

Please send resume, cover letter and the names of three professional references to:

director@uplnj.org including the subject line "PT Librarian 1", no later than February 23, 2026.

No phone calls please.