

**Library of the Chathams**  
**Position Description**  
**Temporary Part Time Teen Collection / Reference Librarian-Associate**  
*Adopted March 26, 2026*

**Duties, Functions, Responsibilities**

Temporary part time position reporting to the Adult Services Department Head. Responsible for evaluating the library acquisitions and collection maintenance processes for the Young Adult collections, purchasing new print books and other formats within designated budget, performing records cleanup and maintenance, evaluating collection weeding guideline needs, staffing of Information Desk as scheduled, including providing technology assistance for library patrons and staff.

**Hours**

Collection – 10 hours per month

Information Desk - 5 hrs. week or 21.5 hours per month

Tech Help - 2 hours/week - 8.6 hours per month

Total weekly average hours: 9.3 but may be variable as mutually agreeable

**Knowledge, Skills, Abilities**

- Ability to direct, coordinate and administer services and projects with a minimum of supervision.
- In addition to Koha, competency with general computer skills, library patron catalog interface, library databases, email, calendar competencies; personal devices.
- Ability to work harmoniously, creatively and collaboratively with others.
- Proven record of ability to meet deadlines, and willingness to do whatever it takes to get a job done.
- In order to perform job duties, employees must be physically capable of kneeling and bending to search for and/or shelf books, as well as capable of carrying books and mid-weight boxes, and climbing stairs with or without an accommodation.

**Qualifications and Requirements**

- Knowledge of and experience with Koha.
- Experience with Young Adult collections including eBooks selection experience.
- Cataloging and/or classification expertise.
- Minimum of two (2) years in a public library technical services, teen or collection management area.
- Professional knowledge of and experience with librarianship theories, principles and practices.

**Compensation**

Hourly rate for Associate: \$26.50-\$28.00; Hourly rate with Master's Degree: \$32.50-\$34.75

**To Apply**

Email resume to [apply@chathamlibrary.org](mailto:apply@chathamlibrary.org)

## ABOUT THE LIBRARY

The Library of the Chathams is a joint municipal library that connects the 20,000+ residents of Chatham Borough and Chatham Township with educational resources, as well as opportunities to enrich their lives with cultural and social experiences. The library is a member of the Main Library Alliance, which includes over 50 public libraries. Library of the Chatham is supported by a dynamic and dedicated staff of 40+ hardworking individuals, a generous Friends group, an active roster of volunteers, and a newly formed Foundation. As an equal opportunity employer, our employment practices are in accordance with the laws that prohibit discrimination due to race, sex, sexual orientation, age, disability, or national origin.