



JOB VACANCY
LIBRARY MONITOR (PAGE) POSITION

This is an entry level position in the Montville Township Public Library involving simple and routine clerical work. No previous training or special knowledge of Library procedures is required, but any combination of experience and training that would likely provide the required knowledge and abilities would be ideal.

UNDER SUPERVISION, ESSENTIAL FUNCTION INCLUDES:

- Shelf books, periodicals and DVDs in alphabetical or numerical order
- Empty book return box.
- Perform general clerical tasks such as packing and unpacking daily deliveries
- Shelf-read materials to ensure that items are in correct order on shelves
- Prepare Library materials for circulation
- Other Duties as required

REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

- Lifting book bags up to fifty (50) pounds in weight
- Frequent bending, kneeling, stooping, squatting, reaching over head for shelving of materials
- Pushing and pulling of books carts.
- Essential functions must be performed with or without reasonable accommodation.

SALARY:

\$15.92 per hour, also includes pro-rated vacation, sick and floating time.

HOURS:

Schedule includes weekday, nights and weekend hours, generally not to exceed 12-16 hours per week.

HOW TO APPLY:

Please pick-up and return an official application available at the Library's Information Desk.

- The Circulation Supervisor will review your application and contact you if the Library would like to schedule you for an interview.
- Employment offers are conditional upon a successful background and reference check. The Montville Township Public Library is an Equal Opportunity Employer.

For further information contact the Library's Business Office at: 973-402-0900, ext. 221 or

jivy@montvillelibrary.org.

Deadline for applications is August 24, 2026