

New Castle County Government

LIBRARY ASSISTANT (PART-TIME ONLY) AFSCME LOCAL UNION 1607 (PAY GRADE 15)

SALARY

\$18.74 - \$30.52 Hourly

DEPARTMENT

Community Services

LOCATION

New Castle, DE

DIVISION

Community Services

JOB TYPE

Regular Part-time

OPENING DATE

01/13/2026

JOB NUMBER

00251

CLOSING DATE

1/27/2026 11:59 PM Eastern

IMPORTANT INFORMATION

In accordance with the Merit System Rules and Regulations, an eligible list, which will be valid for a one-year period and which will be used to fill vacancies during that period, is being established for this classification. Applicants on the eligible list will be certified in accordance with the Merit System and appropriate union contracts.

Candidates may submit online employment applications using the NEOGOV online application system available at <https://www.governmentjobs.com/careers/nccde>. EXAMINATION PROCESS: The examination process for this posting may include an evaluation of training and experience, a written examination, a computerized exam, an oral board interview examination, a performance examination or any combination of the above in order to qualify applicants for placement on the eligible list. The eligible list will be used to fill vacancies that occur within the next year. The appropriate number of names on the eligible list as prescribed by Merit System Section 26.03.505 will be certified to the hiring department for consideration to fill the vacant position(s).

New employees are generally hired at the starting salary and may be eligible for merit increases each year upon receipt of a satisfactory performance evaluation, up to the maximum salary.

New Castle County is an Equal Opportunity Employer

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES: Performs technical and clerical tasks related to library work within an automated library system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs work primarily at the circulation desk, checking materials in and out. This employee may also perform a wide variety of collateral duties. Work is performed under the supervision of a professional librarian. Employees in this class may be required to take special training courses in library routines and should be expected to perform tasks of progressively increasing difficulty as their careers develop. This employee may also supervise the work of part-time staff.

EXAMPLES OF WORK: (Illustrative only)

- Charges out and checks in all library materials with the use of an automated circulation system;
- Enters complete and accurate data base information for borrowers;
- Collects fines and may make bank deposits when necessary;
- Fills out error forms for data base errors;
- Performs item maintenance on database;
- Explains library procedures and policies to customers;
- Processes orders and prepares invoices for payment;
- Reviews and prepares materials for use;
- Maintains personnel leave and attendance records and prepares time entry reports;
- Participates in activities of library organizations and attends training courses to upgrade skills and to keep informed of current trends and enhanced automated techniques;
- Maintains inventory of supplies and resources;
- May assist readers in locating books, periodicals, and other materials;
- May prepare reports;
- May service library deposit collections;
- May assist in making book displays, library signs, notices and pamphlets;
- May conduct programs for children and adults;
- In Technical Services, catalogs print materials using a bibliographic utility;
- May supervise part-time staff;
- May participate in the selection process for part-time positions;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of and an interest in libraries; some knowledge of clerical procedures and practices; ability to operate a personal computer and other related equipment; ability to provide leadership to support staff; ability to keep records and make reports; willingness to learn library techniques; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least (2) two years of work experience in a public library and possession of a high school diploma or GED.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background check.

CONTACT INFORMATION

Laura McDermott	Address
Office of Human Resources	87 Reads Way
Laura.McDermott@newcastlede.gov	New Castle, Delaware, 19720
Employer	Website
New Castle County Government	https://www.governmentjobs.com/careers/nccde

LIBRARY ASSISTANT (PART-TIME ONLY) AFSCME LOCAL UNION 1607 (PAY GRADE 15) Supplemental Questionnaire

*QUESTION 1

Do you have at least (2) two years of work experience in a public library? Please select the amount of experience you have working a public library below. A public library is defined as follows: a library that is accessible to the general public and funded by tax dollars.

- No experience
- 1 - 3 months
- 4 - 12 months
- 13 - 5 years
- More than 5 years

*QUESTION 2

Do you possess a high school diploma or GED?

Yes

No

* Required Question