



The Library has an opening for a Part-time Library Clerk

The salary is \$11.10/hour. Responsibilities include: circulation desk duties, including greeting patrons, checking library materials in and out, issuing new library cards, collecting fines and shelving books. Clerks are also responsible for processing new materials, which includes unpacking boxes of items, checking invoices to verify contents of packages, recording receipt of materials using library catalog software, and applying library labels and bar-codes. Must have basic computer proficiency including knowledge of how to use e-mail, an internet browser, and the Microsoft office suite. Prior experience working in libraries or using Polaris Library software preferred.

Hours:

Saturday 10-4 pm

Sunday Noon-5 pm

Monday 9 am-1 pm

may be asked to sub at other times.

The successful candidate is eligible for vacation time after one year of employment and may opt to join the NYS Retirement System.

Interested applicants should email a resume and letter of interest to: pepab@bville.lib.ny.us.

Paraskeva (Pepa) Baberkova
Librarian Assistant
Baldwinsville Public Library
33 East Genesee St.
Baldwinsville, NY 13027
315-635-5631 Ext. 210
email:pepab@bville.lib.ny.us