

Part-time Library Clerk

The Baldwinsville Public Library has openings for 3 part-time library clerks to work 10-12 hours per week with the possibility of more hours on occasion.

Fixed Shifts: 10 hours per week with one Saturday each month or one evening from 5-9 pm

Pay Rate: Starting pay is \$14.41 per hour.

Part-time staff members are eligible to join the New York State Retirement System and receive some employee benefits (vacation and sick leave).

Job Description

The primary responsibility of this position is assisting library patrons at the circulation desk. Library clerks are responsible for staffing the circulation desk and performing all the functions associated with that area. These are 10-hour per week positions, including one evening per week or one Saturday per month. Some flexibility in scheduling is needed, including availability to work additional hours on occasion.

Requirements include excellent customer service skills and the ability to perform duties effectively. This position is supervised by the Librarian Assistant. All successful candidates will receive on-the-job training.

Responsibilities

- Greet and assist patrons at the circulation desk employing effective customer service skills.
- Perform all circulation desk functions effectively.
- Answer the telephone.
- Perform library opening and closing procedures as assigned.
- Inform patrons of library policies, enforcing when appropriate.

Duties

- Check in, check out, and renew library materials.
- Inform patrons of the status of their library records.
- Process applications and issue new library cards.
- Assist patrons in faxing and making photocopies, if necessary.
- Shelf library materials. Shelf-read and organize materials.
- Use the circulation modules of the library's automated library system.
- Other tasks as assigned.

To Apply

Send a cover letter, resume, and professional references to Pepa Baberkova, Librarian Assistant, at pepab@bville.lib.ny.us or stop by the library to fill out an application in person.