



POSITION AVAILABLE
Part-Time Library Clerk
Digital Services (17.5 hours)

Sachem Public Library seeks an energetic staff member who is passionate about technology and customer service for a position in our Studio makerspace.

Primary responsibilities:

- Using maker technologies in The Studio to assist patrons develop projects
- Using computer software and apps to manage workflow
- Answers telephones, interacts with patrons, scheduling appointments
- Registers patrons for programs with online software
- Accepts cash and credit card transactions via Square register system
- Assists library staff with special projects, events and programs as assigned
- Support the library's sustainability goals

The ideal candidate should possess:

- Excellent customer service skills and ability to interact with patrons
- The ability to work well with others, be self-motivated and a team player
- Organizational skills and the ability to follow instructions
- Have a passion for technology and a willingness to learn
- Ability to work with Windows, Mac, iPad and other related technologies
- Knowledge of Google services, Adobe software are helpful

Requirements: Must possess a high school diploma or equivalent.

Schedule: Must be available to work mornings and afternoons. Evenings and weekends are required with Sundays in rotation for a total of 17.5 hours weekly. Flexibility is a plus. Salary starts at \$17.00 per hour.

To be considered for this position, please email your resume and cover letter no later than Friday, July 15, 2022:

Chris DeCristofaro, Head of Digital Services and Studio
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