



## **PART TIME PATRON SERVICES CLERK 21 TO 28 HOUR POSITION**

### *Description of Position*

An employee in this class is responsible for assisting patrons by checking library materials in and out, issuing library cards and providing general information concerning library services. Reports to the Head of Patron Services.

### *Responsibilities*

- Assisting patrons in a friendly and courteous manner in person and on the telephone
- Checking materials in and out for patrons
- Computing fines on overdue materials
- Accepting payment for fines and lost items
- Communicating circulation policies to patrons
- Assisting patrons in library card application process
- Maintaining hold shelf and assisting in patron holds notification
- Promoting, publicizing and representing the library to the community and local agencies in cooperation with other departments
- Operation of POS cash register
- Performance of other duties as required

### *Qualifications*

- High School diploma or equivalent required
- Ability to use a computer
- Ability to use other equipment such as: copy machines and POS cash register
- Ability to communicate effectively and in a friendly manner with patrons and staff
- Ability to exercise sound judgement, make quick decisions and perform well under pressure
- Ability to maintain confidentiality of information handled
- Physical condition commensurate with the demands of the position
- Schedule will include days, nights and weekends

**Salary = \$16.30 per hour**

This position is a member of a collective bargaining unit. Interested candidates should email their letter of intent and resume to [benjamin.granger@riverheadlibrary.org](mailto:benjamin.granger@riverheadlibrary.org) by November 4, 2022