



Patron Services Library Clerk (PT)

Approximately 16 hours per week.

One Saturday & one Sunday per month.

Typical duties and responsibilities:

- Provide prompt, knowledgeable and courteous service about Library programs & services to patrons
- Use Sierra software to check in/check out/renew library materials
- Create new library cards for patrons
- Answer incoming phone calls
- Assist patrons with library materials and equipment lending
- Use of cash register and daily money counts
- Collect materials from the drop boxes

Unique duties and responsibilities:

- Reserve museum passes for patrons using *EventKeeper* software
- Check in/check out "Library of Things" collection
- Create paging lists and clear the hold shelf
- Handle sales of Library merchandise and Friends of the Library sale items
- Troubleshoot patron account issues
- Clean DVDs / CDs / Vinyl records
- Opportunity to work with our Community Outreach Team
- Maintain Friends of the Library sale shelf, process donations and weed materials
- Work on special projects and other duties as assigned

Desired skills:

- Basic math aptitude and ability to handle money and make change
- Basic computer skills
- Good time management skills
- Strong customer service skills
- Ability to establish and maintain effective working relationships with colleagues
- Dependable, flexible and detail-oriented
- Bilingual (English/Spanish) a plus

To be considered for this position please email Morgan Tamburro by Tuesday, December 6th:

jobs@sayvillelibrary.org

Sayville Library

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www.sayvillelibrary.org