



PART TIME PATRON SERVICES CLERK 21 TO 28 HOUR POSITION

Description of Position

An employee in this class is responsible for assisting patrons at the Circulation Desk and Adult Computer Lab. 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
- Help patrons in use of computers, printers, copiers, scanners and fax machines.
- Assist patrons with the basic use of internet resources and standard computer software.
- Execute opening and closing procedures successfully.
- Ensure the library's policies are followed.
- Maintain department equipment in good working condition.
- 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. Current schedule need is Mon & Tues 12-8 and Wed 9-5 with Sat & Sun on rotation.

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 by February 17, 2023