



Adult Information Services Part-Time Clerk (15 hours)

The Adult Information Services Department at the Riverhead Free Library seeks an enthusiastic, creative, and service-oriented individual for a position in our Adult and Information Services Department

Job Duties:

- Answers telephones, transfers calls, and provides information to patrons
- Assist patrons in locating library materials
- Provide technical assistance with computers and other technology equipment in the department
- Assist with the setting up of programs
- Assist with designing signage and signage placement
- Create program records and register patrons for programs using Library Market
- Complete program contracts for paid programmers
- Perform any other tasks as requested

Qualifications:

- High school graduate or equivalent
- Flexible schedule which will include nights and weekends
- Saturday and Sundays in rotation
- Excellent customer service skills and the ability to interact with patrons
- Ability to work independently as well as collaboratively
- Strong communication and organizational skills

Salary:

Clerk: \$16.30 per hour

Benefits: Membership in NYS Retirement System

To be considered for this position, please email your resume and letter of intent by 5:00 pm April 24, 2023 to:

James Provencher Adult and information Services Coordinator
Riverhead Free Library
330 Court Street
Riverhead, NY 11901
Email: james.provencher@riverheadlibrary.org