



55 VANDERBILT PARKWAY • DIX HILLS, NEW YORK 11746 • 631-421-4530
510 SWEET HOLLOW ROAD • MELVILLE, NEW YORK 11747 • 631-421-4535
hhhlibrary.org

Half Hollow Hills Community Library

Position Available **Part-Time Library Clerk** **Public Services Department**

Do you have a passion for customer service and helping others? Look no further than the Half Hollow Hills Community Library!

The position allows for up to 17.5 hours per week. The hours will include evening shifts as well as Saturdays on a rotating basis. Sundays are based upon a separate sign-up twice per year upon administrative approval.

Requirements:

- Candidates must have a High School Diploma.

Responsibilities:

- Checks library material in and out, collects and records fines, explains rules and procedures to library patrons.
- Processes patron registrations and prepares library cards.
- Answers telephones, directs calls, and provides information.
- Follows opening and closing procedures.
- Operates basic computers, and helps patrons with photocopier, scanner, and fax.
- Other duties as required.

Salary:

- \$16.49/hour

If you're interested in joining our team, please send your cover letter and resume, with a list of three professional references, to:

Kristina Kalin, Head of Public Services, kkalin@hhhlibrary.org, by Tuesday, August 15, 2023.

The Half Hollow Hills Community Library is a Civil Service library. The position is a part-time and non-competitive vacancy. Applicants do not need to be on a Civil Service list to apply.