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Position Available

Full-time Library Clerk: Youth & Parent Services Department

There presently exists an opening for an enthusiastic full-time library clerk to join our friendly and dedicated Youth and Parent Service Department. This position consists of 35 hours per week and includes day, night, weekend, and holiday hours in two buildings. The job duties include but are not limited to:

- Assist librarians with programs.
- Answer the telephone and help patrons with phone requests, i.e., signing up for programs, giving information on library programs, etc.
- Help librarians prepare for programs such as prepping crafts, creating to-go kits, etc.
- Create flyers for programs.
- Assist librarians with program contracts – completing, mailing, and filing them.
- Enter information in Communico, our program and room booking software.
- Issue guest passes for computers.
- Call and/or email patrons.
- Possible cross-training for other departments. (i.e. Circulation)
- Interest and ability in attending outreach events for the Library.

The successful candidate should exhibit the following qualities:

- Ability to work in two buildings and travel between buildings.
- Have general knowledge of policies and procedures of the Library.
- Have excellent customer service and communication skills.
- Knowledge of Word, Publisher, Canva, etc. is a plus.
- Spanish proficiency is a plus.

The salary for this position starts at \$31,640.85 as per our collective bargaining agreement.

Applicants must be reachable on the Suffolk County Civil Service Library Clerk List.

Transfers will be considered.

If interested, please submit an application or resume to
Joanne Adam, Library Director, at joanne_adam@huntlib.org by August 31, 2023.