



Patron Services Library Clerk (PT)

Approximately 16 hours per week.

Includes one evening a week; one Saturday & one Sunday per month.

Typical duties and responsibilities:

- Provide prompt, knowledgeable and courteous service about Library services to patrons
- Use Sierra software to:
 - check in/check out/renew library materials;
 - create new item records;
 - create invoices
- Create new library cards for patrons
- Assist patrons with library materials and equipment lending
- Use of cash register and daily money counts
- Reserve museum passes for patrons
- Check in/check out “Library of Things” collection
- Create paging lists and clear the hold shelf
- Troubleshoot patron account issues
- Process new library materials; repair damaged materials
- Opportunity to work with our Community Outreach Team
- Work on special projects and other duties as assigned

Desired skills:

- Knowledge of Sierra software preferred
- Basic math aptitude and ability to handle money and make change
- Strong computer skills
- Good time management & customer service skills
- Punctual, flexible and detail-oriented
- Able to work independently
- Bilingual (English/Spanish) a plus

To be considered for this position please email jobs@sayvillelibrary.org by **Monday, September 11th:**

Sayville Library

88 Greene Avenue, Sayville NY 11782

www.sayvillelibrary.org