



# Port Jefferson Free Library

100 Thompson Street • Port Jefferson, NY • 11777

(631)473-0022 • Fax: (631)473-4765

[portjefflibrary.org](http://portjefflibrary.org)

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## POSITION AVAILABLE: Full-Time Library Clerk

Port Jefferson Free Library is seeking an enthusiastic full-time library clerk that can work as a part of our team in a customer service driven atmosphere. The position encompasses responsibilities in our Technical Services, Circulation, and Teen Departments. This full-time clerk position is overseen by the Head of Technical Services and reports to the Head of Teen and Technical Services and the Head of Circulation for department related duties.

### Responsibilities

- Ordering, receiving, and processing varied library materials with a focus of the Children's collection
- Completing assigned clerical tasks such as running reports, editing and updating records, gathering statistics, and other duties as assigned
- Repairing library materials as needed
- Working at a public service desk, which includes answering and directing phone calls and patrons, checking materials in and out through our ILS, processing library card registrations, and assisting patrons with account inquiries, program registration, museum pass reservations, processing of payments, and other related duties

### Required skills

- Strong communication and interpersonal skills
- Ability to take initiative on projects, work independently, troubleshoot, and problem solve
- Efficiently work on multiple tasks simultaneously
- Punctual, flexible, and detail-oriented
- A working knowledge of the library OPAC, functions within Sierra, computer applications and programs for library services.

### Schedule

Full-time 35 hours per week. Schedule includes nights, every other Saturday, and Sundays in rotation. Candidates must be flexible to meet the needs of the Library.

### Salary & Benefits

Salary ranges from \$20.73 to \$25.46 per hour based on experience. Port Jefferson Free Library is an association library and has a staff association represented by NYSUT. Benefits include NYS retirement plan, Empire NYSHIP health insurance, paid accrued time off, and more outlined in the collective bargaining agreement. This is not a civil service position.

### Minimum Qualifications

18 years old and over with possession of a high school diploma. Prior experience in Technical Services and Circulation departments is a plus.

**Please email your resume and list of three references by Monday, November 6, 2023 to:**

Sal Filosa, Head of Teen and Technical Services

[sal@portjefflibrary.org](mailto:sal@portjefflibrary.org)

**PORT JEFFERSON FREE LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER**