



Adult and Information Services Part-Time Clerk (21-25 hours)

The Riverhead Free Library seeks a personable, creative, and service-oriented individual for a position in our Adult and Information Services Department.

Job Duties:

- Provide prompt, knowledgeable and courteous service to all library visitors
- Assist in development, planning and presentation of programs and events
- Assist patrons in locating library materials and with the use of digital technology especially e-books and e-readers
- Create content for the library's social media accounts
- Create marketing materials for programs, events and services
- Perform routine clerical duties including preparing contracts, statistical reports and proofreading
- Maintain public area as a clean and orderly space by straightening shelves, refilling and organizing displays and collections
- Assist with special projects, events and outreach
- Perform other related duties as assigned

Qualifications:

- High school graduate or equivalent
- Evening and weekend availability required; Saturdays and Sundays in rotation
- Strong technology skills including Canva, MS Office, Google Workspace, PCs, Macs, tablets, and e-readers
- Commitment to diversity and to serving the needs of a diverse community
- Strong interpersonal communication and organizational skills

Salary:

Clerk: \$16.79 per hour

Benefits: Membership in NYS Retirement System

Interested candidates should email a resume and cover letter by 5 pm on Tuesday, November 28, 2023 to Catherine Montazem, Assistant Director, catherine.montazem@riverheadlibrary.org, using the subject line Clerk Position.