

Patron Services Library Clerk (PT)

Sayville Library is seeking a part-time Library Clerk for our busy Patron Services Department. The starting rate for this position is \$17.37 per hour. Approximately 16 hours per week which includes at least one evening and one Saturday & one Sunday per month.

Typical duties and responsibilities:

- Provide prompt, knowledgeable and courteous service about Library programs & services to patrons
- Use Sierra software to check in/check out/renew library materials
- Create new library cards for patrons
- Answer incoming phone calls
- Assist patrons with library materials and equipment lending
- Use cash register and perform daily money counts
- Collect materials from the drop boxes

Unique duties and responsibilities:

- Reserve and check out museum passes and Library of Things for patrons using *Museum Key & Lending Key* software
- Create paging lists and clear the hold shelf
- Handle sales of Library merchandise and Friends of the Library sale items
- Troubleshoot patron account issues
- Clean DVDs / CDs / Vinyl records
- Help maintain Friends of the Library sale shelf, process donations and weed materials
- Work on special projects and other duties as assigned

Desired skills:

- Basic math aptitude and ability to handle money and make change
- Adept computer & technology skills
- Good time management skills
- Strong customer service skills
- Ability to establish and maintain effective working relationships with colleagues
- Dependable, flexible and detail-oriented
- Bilingual (English/Spanish) a plus

To be considered for this position please email your resume to jobs@sayvillelibrary.org by Friday, February 9th.