



Port Jefferson Free Library

100 Thompson Street • Port Jefferson, NY • 11777

(631)473-0022 • Fax: (631)473-4765

portjefflibrary.org

POSITION AVAILABLE: Part-Time Library Clerk

Port Jefferson Free Library is seeking an enthusiastic part-time library clerk to work as a part of our team in a customer service driven atmosphere. The position is a minimum of 30 hours per pay period and encompasses responsibilities in our Circulation, Technical Services, and Teen Departments. This part-time clerk position is overseen by the Head of Circulation 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
- Completing assigned clerical tasks such as running reports, editing and updating records, 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

Part-time minimum of 30 hours per two week pay period. 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 \$22.31 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, 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 Tuesday, March 5 to:

Sue Siegel, Head of Circulation

sue@portjefflibrary.org

PORT JEFFERSON FREE LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER