

170 Terryville Road, Port Jefferson Station, NY 11776 Phone: 631-928-1212

**Notice of Position:** LibraryClerk

**Department:** Circulation Department **Date Posted:** **02/26/2024**

We invite you to apply for an opportunity to join our motivated team in a warm and welcoming environment. At Comsewogue we put an emphasis on training and we support each other in our day-to-day tasks. We’re looking for someone who shares our interest in connecting with our patrons and making a positive contribution to our community.

**Requirements:**

* High School Diploma or equivalent
* Knowledge of computers and related hardware, electronic mail, the Internet, office software, cash register operations, answering phones, transferring calls and taking messages
* Excellent interpersonal and customer service skills including a professional, positive, and approachable demeanor
* Provide equitable delivery of library services to all people
* Ability to adapt to a constantly changing environment / ability to multitask
* Ability to perform detail-oriented tasks with an emphasis on accuracy and efficiency
* Ability to make sustainability-conscious workplace decisions
* Participate in large scale and outreach events which may include assisting the community with library resources, promoting the library brand and value of the library to the community
* Willingness to learn
* Flexibility to work a variety of hours

**Preferred:**

* Knowledge of library terminology, policies, procedures and equipment
* Knowledge of Sierra (Suite of products commonly referred to as an Integrated Library System, or ILS)

**Hours:**

Up to 17.5 hours per week, including nights and weekends **Rate: $19.46 hr**

Applications are available at the circulation desk and on the library’s website under **JOBS.** Submit your application in person, email to [hr@cplib.org](mailto:hr@cplib.org) or fax to 631-928-6307 by **03/18/2024**

*Preference may be given to candidates who are residents of the Library service districts.*

***Only candidates selected for further consideration will be contacted.***

*The Comsewogue Public Library does not discriminate in employment or the provision of services. The Library’s Equal Employment Opportunity Policy is found at:* [*https://www.cplib.org/about/documents/.*](https://www.cplib.org/about/documents/.) *The Library is committed to proactive, fair, legal recruitment processes and practices carried out in a professional and welcoming manner. The Library is committed to reducing its impact on the environment.*