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July 1, 2024

Position Available: Part-time Circulation Clerk, 10-15 hours per week plus weekend rotation

Salary: \$17.00 per hour

Brookhaven Free Library seeks a part-time Circulation Clerk to join our customer service driven team. The ideal candidate enjoys helping community members of all ages and has a knack for detail-oriented tasks.

TYPICAL WORK ACTIVITIES

- Check materials in and out using Sierra; process item holds; explain rules and procedures to library patrons
- Set up and/or close desk and cash register at start or end of shift
- Prepare library cards; register patrons for events, museum passes, equipment, etc.
- Assist with readers' advisory; help patrons locate materials
- Answer telephones, transfer calls and provide information to callers
- Assist patrons with public copier, computers, and other devices
- Assist with weeding and other collection maintenance tasks
- May participate in community outreach or assist with Library events
- Work on other related tasks and special projects as assigned

SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Ability to understand and follow oral and written instructions; ability to make simple arithmetic calculations accurately and with reasonable speed; ability to establish and maintain effective working relationships with co-workers, library patrons, and the general public; courtesy; physical condition commensurate with the demands of the position. Training provided in specific library practices, policies, and procedures.

MINIMUM QUALIFICATIONS

- Graduation from high school or high school equivalency
- Basic computer and word processing skills
- Night and weekend availability is required
- Spanish language skills preferred but not required

To be considered for the position please email your resume to: Anthony Zutter, Patron Services Manager at azutter@brookhavenfreelibrary.org

Interviews will be scheduled on an ongoing basis until the position has been filled. The Brookhaven Free Library is an Equal Employment Opportunity Employer.