



88 Greene Avenue
Sayville, NY 11782
631-589-4440
www.sayvillelibrary.org

JOB DESCRIPTION: Library Clerk (PT)

Sayville Library is seeking a part-time library clerk for a busy Adult Services Department and Makerspace.

Typical Makerspace duties and responsibilities:

- Provide support for staff and patrons utilizing the Library's Makerspace
- Maintain an inventory of Makerspace equipment
- Record-keeping, prepare statistical reports for Makerspace usage
- Work on special projects and other duties as assigned by professional librarian

Typical Adult Services Desk duties and responsibilities:

- Assist library patrons in using Library materials and equipment
- Provide prompt, knowledgeable and courteous service about Library programs & services to patrons
- Use Sierra software to assist patrons with inquiries at the Reference Desk
- Other duties as assigned by a professional librarian

Desired skills:

- Experience using Makerspace technology (3D printing, Cricut machines, sewing and embroidery machines)
- Proficiency with computers. Preferably some experience with editing software.
- Good time management skills
- Ability to establish and maintain effective working relationships with colleagues
- Dependable, flexible and detail-oriented
- Working knowledge of library terminology & technology

Starting pay is a rate of \$18.06 per hour. Approximately 17 hours per week which includes days, a possible evening, and weekends as needed.

To be considered for this position please email your resume by December 6, 2024 to jobs@sayvillelibrary.org Attn: Alex Cranshaw

The Sayville Library is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.