



Join Our Team at South Huntington Public Library!

Position: Part-Time Library Clerk

Department: Circulation Department

Posting Date: 12/3/24

Closing Date: Until Filled

Hours: 8-12 hours per week, including some weekends

Rate: \$17.62/hour

Join us at the South Huntington Public Library and become a vital part of our friendly, community-focused team!

As a **Part-Time Library Clerk**, you'll provide important support to our Circulation Department, ensuring library patrons receive excellent service. Your duties will be varied and engaging, helping visitors of all ages have a positive experience at the library. Whether you're assisting someone with checking out materials or guiding them through our programs, your work will have a direct impact on the community.

Key Responsibilities:

Provide Friendly Customer Service: Help patrons check materials in and out, assist them in using our circulation system, and make sure they have a great library experience.

Support Patron Registration: Assist new patrons with applying for library cards and signing up for exciting programs and events.

Keep Things Organized: Ensure materials are checked in and out correctly, and help maintain a clean and well-organized circulation area.

Required Qualifications:

Computer literate and able to learn new systems.

High school diploma or equivalent.

Able to work well both independently and as part of a team.

Flexible and willing to cover shifts as needed.

Preferred Qualifications:

Previous library experience.

Knowledge of Sierra ILS (Integrated Library System) is a plus.

Why Join Us?

At South Huntington Public Library, you'll be part of a dedicated team that plays an important role in serving the community. This part-time position offers the opportunity to meet a variety of people, develop valuable skills, and make a lasting impact in a supportive environment.

How to Apply:

Interested candidates should send a completed job application and resume to:

Joann Mariani, Customer Service & Materials Manager

South Huntington Public Library

145 Pidgeon Hill Road

Huntington Station, NY 11746

Fax: 631-547-6912

Email: jmariani@shpl.info

Only candidates selected for an interview will be contacted.

The South Huntington Public Library is an Equal Employment Opportunity Employer. Applications will be accepted until the position is filled, with priority given to those received before December 16, 2024.