



Westhampton Free Library

March 12, 2026

Department: Circulation
Job Title: Full-time Circulation Clerk
Reports to: Head of Circulation

The Westhampton Free Library seeks an energetic, service oriented, candidate who enjoys interacting with the public.

Typical Duties and Responsibilities:

- Checks library materials in and out
- Processes library card registrations and maintains patron accounts
- Addresses and resolves patron issues
- Handles cash transactions and operates the cash register
- Answers telephone inquiries and directs calls as appropriate
- Works on special projects and performs other duties as assigned

Qualifications:

- Possession of a High School Diploma or Equivalency
- Experience working in library circulation preferred
- Ability to work well with the public and provide excellent customer service
- Ability to take initiative and problem-solve
- Ability to multitask with strong clerical and computer skills
- Good time management skills
- Ability to work collaboratively and maintain positive working relationships with colleagues
- Dependable, flexible, and detail-oriented

Hours/Benefits:

- 30 hours a week, including nights.
- Salary: \$28,715.48 annually (\$18.41 hourly)
- Union eligible
- Benefits as per union contract

Employment effective date: May 13, 2026.

Interested applicants should email their resume to Cindy Ilardi by April 15, 2026, for consideration.

Cindy Ilardi
Head of Circulation & Technical Services
Westhampton Free Library
7 Library Avenue
Westhampton Beach, NY 11978
631-288-3335
cindy@westhamptonlibrary.org