



Job Posting: Circulation Assistant (FT)

The Floyd Memorial Library in Greenport, NY seeks a friendly, service-oriented individual to fill a full-time Circulation Assistant position at the library's front desk. The person in this position primarily performs public services related to the circulation of library materials and should be comfortable with library and office technology. This position reports to the Library Director.

Essential Functions:

- Maintain a warm and welcoming atmosphere for Library users
- Checks library materials in and out for patrons and helps maintain hold shelf
- Assists patrons in the use of the library and answers general questions about programs, etc.
- Answers, routes, and makes telephone calls
- Accepts money for library-related fees
- Registers new library patrons and updates patron records when necessary
- Assists patrons with the basic use of the library catalog and internet resources
- Assists patrons with photocopier/scanner/fax questions
- Shelves books and performs shelf reading as needed
- Order and manage stock for all office, library, and custodial supplies
- May perform other duties as assigned

Required Knowledge, Skills, and Abilities

- Excellent communication skills, both written and verbal
- Demonstrated interest and proficiency in technology
- Ability to work independently, follow through with projects, and meet deadlines
- Be a team player, be flexible, and be willing to help in all library departments
- Spanish-speaking a plus

Required experience and training:

- Must have a high school diploma or equivalent, associate's or bachelor's degree preferred
- Customer service experience a plus

Hours, Wages, and Benefits

- Minimum starting salary: \$46,000
- This position works 35 hours/week, including evening and weekend hours as needed.
- NYSHIP health insurance is 100% paid for individuals; paid vacation, personal, and sick time; 403(b) with employer match

To apply:

Please email your resume and a cover letter stating your interest in the position to Ellen Nasto, Director, at director@floydmemoriallibrary.org by Tuesday, April 7, 2026.

The Floyd Memorial Library is an association library and is not subject to civil service requirements.