



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

Patron Services Library Clerk (PT)

Sayville Library is seeking a part-time Library Clerk to join our busy Patron Services Department. The starting rate for this position is \$19.91 per hour. This position will be scheduled for approximately 16 hours per week, which includes at least one evening and one Saturday & one Sunday per month.

Typical duties and responsibilities:

- Provide prompt, knowledgeable and courteous service about Library programs & services to patrons
- Use Sierra software to check in/check out/renew library materials
- Create new library cards for patrons
- Answer incoming phone calls
- Assist patrons with library materials and equipment lending
- Use cash register and perform daily money counts
- Collect materials from the drop boxes

Unique duties and responsibilities:

- Use Sierra to create and edit records for library materials
- Physically process and prepare various library media for circulation
- Maintain and repair damaged materials
- Track receipt and removal of periodicals on a regular schedule
- Work on special projects and other duties as assigned

Desired skills:

- Basic math aptitude and ability to handle money and make change
- Adept computer & technology skills (specific familiarity with Sierra and Google Docs)
- Good time management skills
- Strong customer service skills
- Ability to establish and maintain effective working relationships with colleagues
- Dependable, flexible and detail-oriented
- Bilingual (English/Spanish) a plus

To be considered for this position please email your resume to jobs@sayvillelibrary.org by Friday, September 4th, 2026.