

The Howland Public Library is growing! We have multiple openings for part time Library Clerks, with various shifts available. We are looking for responsible, friendly, and team orientated individuals who can join our staff in providing outstanding customer service to the vibrant and diverse patrons of the Beacon City School District. Interpersonal and communication skills are vital for this position as are attention to detail, patience, tact, and politeness, while still being able to enforce the rules of the library. Comfort with computers and technology is very important. Library Clerks are supervised by the Circulation Manager.

Duties of a Library Clerk:

- Checks library materials in and out, places holds, and explains lending rules when needed
- Computes and collects fees, makes change, and issues receipts
- Creates and updates patron records
- Assists patrons on the telephone and routes calls properly
- Performs shelving and shelf maintenance including shelf reading
- Assists patrons with copiers, faxes, computers, and databases
- Provides reference assistance when needed
- May assist Technical Services department in sorting, inspecting, or processing materials
- Does related work as required

Pay: \$13.47/hr, paid on a bi-weekly pay period

Benefits: Paid holiday and bereavement time. Staff scheduled for 12 hours or more per week are entitled to sick time and vacation. Howland Public Library participates in the New York State and Local Retirement System.

Minimum qualifications: Graduation from high school or possession of a high school equivalency diploma. Clerical work experience may be substituted on a year for year basis in lieu of a high school diploma up to a maximum of two years.

Special requirement: Candidates must indicate ability to type, i.e. courses in typing or typing work experience.

Preferred qualifications: Experience in a library setting, and/or Spanish language skills.

All available shifts are under 20 hours per week. Weekend or evening hours are required. This position involves standing for long periods of time and lifting materials and packages that can weigh 25lbs.

If you would like to apply please send a cover letter and resume along with your schedule availability to Director Salierno at director@beaconlibrary.org by September 30, 2019.