



Job Opening

Join Our Team as a Part-Time Circulation Clerk

Position Overview:

The Field Library is seeking a dedicated and friendly PT Circulation Clerk to join our team! Under the direction of the Head of Circulation, this role provides essential circulation and information services to both children and adults in our community. If you possess excellent customer service skills and have a passion for helping others, we want to hear from you!

Key Responsibilities:

- Performs circulation functions, including checking in/out and renewing materials, checking patrons' current account status, collecting any fines, and updating patrons' account information
- Registers patrons for library cards, issues, and renews cards.
- Assists the general public with information regarding library materials and equipment.
- Answers phones and directs calls.
- Promotes the community's library use; communicates effectively and professionally within the community.
- Provides professional and friendly customer service at the circulation desk.
- Represents the library at community outreach events as needed.
- Participates in special projects as required.
- Other duties as assigned.

Required Qualifications:

- A high school diploma or equivalent is required.
- Previous customer service experience preferred.
- Excellent interpersonal skills with the ability to foster cooperative relationships with the public and team members.
- Strong computer skills and proficiency in PC-based office environments.
- Knowledge of the Library's Evergreen catalog and Integrated Library System (ILS) is a plus.
- Capability to work well under pressure in a fast-paced environment.
- Proficient in written and oral communication skills.
- Ability to work independently and collaboratively within a team.
- Ability to do physical work such as standing, bending, reaching, and lifting (up to 10 lbs), and pushing book carts.
- Bilingual (English/Spanish) is preferred.

Benefits include vacation, sick leave, membership in the NYS Retirement System, 401(k) options, and other voluntary benefits.

Compensation: The pay rate is \$17.00 per hour. This part-time, non-exempt position requires 16 hours biweekly. The preferred schedule includes working on Fridays and weekends.

Interested candidates should submit their resume and a cover letter detailing their experience and qualifications using the link below:

<https://form.jotform.com/260505122582146>

Application Deadline: until the position is filled.

The Field Library is an equal opportunity employer.