



**Job Opening**  
**Join Our Team as a PT Sunday Circulation Clerk**

**Position Overview:** We are seeking a dedicated and friendly Sunday Part-Time Circulation Clerk to join our library team. Under the direction of the Head of Circulation, you will play a crucial role in providing excellent customer service to our patrons and ensuring smooth library operations.

**Key Responsibilities:**

- Check library materials in and out, renew items, and maintain accurate patron accounts.
- Shelve books, magazines, DVDs, and other materials according to proper order.
- Register patrons for library cards and assist with issuing and renewing them.
- Provide helpful information to the public regarding library materials and equipment.
- Promote library services within the community and maintain professional communication.
- Deliver exceptional customer service at the circulation desk.
- Answer phone calls and direct inquiries as necessary.
- Additional duties as assigned.

**Qualifications:**

- High school diploma or equivalent required
- Customer service experience is a must.
- Excellent interpersonal skills and ability to build rapport with patrons and team members.
- Proficiency in navigating PC office environments and internet browsers; experience with Google Suite and mobile devices is a plus.
- Familiarity with automated library systems and databases is a plus.
- Familiarity with library digital content services, including Libby, Hoopla, Kanopy, etc
- Bilingual (English/Spanish) is a plus.

**Benefits:** Vacation, Paid Sick Leave, and the option to join the NYS Retirement System.

This is a part-time, non-exempt position requiring approximately six hours biweekly, with the possibility of serving as a substitute circulation clerk when needed.

Starting Sunday Hourly Rate: \$17.00/hr.

The Field Library is an Equal Employment Opportunity employer.

Please send a cover letter and resume to or submit it using the link below:

<https://form.jotform.com/251055412451143>

**Application Deadline:** May 9, 2025