

Wanted: Library Circulation Clerk (14 hours/week)

The Irvington Public Library seeks a friendly, customer-oriented person to work at our Circulation Desk for Tuesday and Thursday evenings as well as Saturdays.

Work involves helping the public, checking library materials in and out, and some processing and shelving of materials. Computer knowledge and customer service experience is preferred, including familiarity with Evergreen ILS. Candidates must have initiative, resourcefulness, good judgment, orderliness and accuracy and demonstrate courtesy and flexibility when dealing with the public.

Ability to work 5 – 9 pm Tuesdays and Thursdays as well as 10am – 5pm Saturdays required.

Salary: \$20.50 / hour

Employees of the Irvington Public Library who work more than 12 hours per week receive vacation and sick time.

Please send a cover letter and resume BEFORE NOVEMBER 14, 2025.

No phone calls, please.