

Circulation Clerk – Katonah Village Library

The Katonah Village Library is seeking a friendly, service-oriented, and collaborative Circulation Clerk to join our team. The ideal candidate is comfortable working with children as well as patrons of all ages.

Key Responsibilities

- Check materials in and out, manage holds, and assist patrons in locating items
- Provide excellent customer service to patrons of all ages, in person and by phone
- Assist patrons with program and event registrations
- Support patrons in using library technology (computers, printers, scanners, fax)
- Provide basic reference assistance
- Shelve returned materials and help maintain an organized, welcoming library environment
- Receive and log patron payments (cash and credit card)
- Perform additional duties as assigned

Preferred Qualifications

- High school diploma or equivalent
- Previous library experience a plus
- General awareness of popular reads and current literary trends helpful
- Spanish language skills a bonus

Schedule

- Two Thursdays per month (10:30-6:30 PM)
- Two Sundays per month (11:45 AM–5:00 PM)
- One Saturday per month (9:45 AM–5:00 PM)
- Additional hours available as a substitute

Compensation & Benefits

- \$18 per hour; \$21 per hour on Sundays
- Eligibility to participate in the New York State and Local Retirement System (NYSLRS)

If you are passionate about community service, enjoy helping people, and value a friendly work environment, we encourage you to apply.

Please send cover letter and resume to Mary Kane: director@katonahlibrary.org