



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 patrons of all ages including children, families, and caregivers. This position will work at the main floor desk as well as the Children's Room desk.

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
- Shelf materials and help maintain an organized, welcoming library environment.
- Multitask effectively and remain adaptable in a busy setting

Preferred Qualifications

- High school diploma or equivalent
- Previous library experience, knowledge of WLS and Evergreen is a plus
- General awareness of popular books and literary trends is helpful
- Spanish language skills a bonus

Schedule

- Saturdays (9:45 AM-5:00 PM), and Sundays (11:45 AM-5:00 PM)
- Available to substitute additional days as needed

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, please send a cover letter and resume to director@katonahlibrary.org.