
JOB POSTING – AUGUST 7, 2025

PRINCIPAL LIBRARY CLERK, FULL TIME

The Mount Pleasant Public Library has an opening for an organized and customer-centric Circulation Supervisor (Principal Library Clerk) at its Branch Library in Valhalla, New York. This full-time position works in counterpart with the Principal Library Clerk at the Main library in Pleasantville and reports directly to the Assistant Director. The job requires working at both the Branch Library in Valhalla and the Main Library in Pleasantville.

Minimum Requirements:

- Graduation from high school or possession of a high school equivalency diploma and three (3) years of library clerical experience.
- This is a competitive class civil service job. The candidate must pass the Westchester County Civil Service test for Principal Library Clerk and be reachable on the Principal Library Clerk list.

General Requirements:

- Strong supervisory skills and the ability to train others in library clerical routines.
- Excellent working knowledge of an automated library circulation system (Evergreen a plus) and basic computer skills.
- Excellent interpersonal skills in managing interactions between other staff members and interactions with the public, including explaining library policies and procedures when necessary.
- Ability to work with others in a team and initiative to proceed independently within the scope of library policy; good judgment, tact, accuracy, flexibility, and patience.
- Physical condition commensurate with job duties.

Essential Duties:

- Performs all circulation desk duties, including answering the phone, check-out and check-in of library materials, placing holds, and maintaining the holds shelf at both the Main and Branch libraries.
- Works closely with Principal Clerk counterpart at Main library to train and supervise all circulation desk personnel, especially on clerical routines unique to the Branch Library.
- Oversees provision of library service primarily at the Branch Library and establishes best practices and procedures for the efficient operation of the Branch Library circulation desk. Functions as clerk in charge at the Main Library when other Principal Clerk is absent.
- Scheduling all permanent and substitute Library Clerks for Branch desk coverage and assisting with Main Library coverage as needed.
- Maintaining a welcome atmosphere and attractive facility by stocking supplies, maintaining signage and bulletin boards, and alerting Caretakers, Supervisor, and Landlord to facility problems as necessary.
- Assigns to staff and oversees proper completion of circulation tasks and collection development projects (pull lists and discards) requested by Librarians.
- Works with patrons to troubleshoot and solve problems.

Schedule: Thirty-five (35) hours per week divided between the Main and Branch libraries, including one (1) evening per week, and one (1) Saturday in four (4) at the Main Library.

Compensation: The Mount Pleasant Public Library offers a competitive wage and benefits package. The annual salary range for this position is between \$57,839 and \$83,300.

To Apply: Interested candidates should email a cover letter and a resume to Library Director, Eric McCarthy (emccarthy@mountpleasantlibrary.org) no later than **Friday, September 5, 2025**.

Mount Pleasant Public Library is an equal opportunity employer