



Position Class: Occasional Library Clerk
Position Title: Library Clerk

Excited to work with a wide range of community members on a daily basis? The Rye Free Reading Room seeks a welcoming and helpful individual to perform clerical services and assist users in the library.

Summary

Under the supervision of the Assistant Director, the library clerk handles circulation transactions, creates patron accounts, sorts and shelves library material, and processes payment for fines and fees. The library clerk provides assistance to customers using the library; resolves problems; and, acts as a role model for exemplary public service amongst staff and colleagues.

Schedule

April through June

Fridays 9:30 am to 5:30 pm

Alternating Saturdays 10 am to 5 pm

July onwards

As needed – days, evenings and weekends as required, schedule subject to change

Qualifications

- Hospitality or sales experience preferred
- Strong interpersonal skills, demonstrated oral and written communication skills, flexibility, and the ability to handle detail orientated work
- Strong commitment to public service and the ability to work well with a diverse patronage
- Knowledge of the Internet and computer-assisted reference services
- High School / Equivalency diploma

To apply:

Please send a resume and cover letter to director@ryelibrary.org

Compensation and Benefits

Pay Range: \$22.18 p/h

Benefits include sick leave and optional enrollment in the New York State Retirement System.