Port Jefferson Free Library

FULL TIME PATRON SERVICES LIBRARY CLERK

Reports to: Senior Library Clerk, Circulation
Summary: Carries out Circulation, Technical Service duties and special projects as assigned

Duties and Responsibilities:
(Not intended to be all inclusive-employee shall also perform other reasonably related duties as assigned by Supervisor/Director)

- Provides prompt, knowledgeable, and courteous service to Patrons at circulation desk
- Performs routine library clerical operations involving all aspects of patron registration, circulation control, and program registration
- Responsible for recording and compiling statistical data for the annual state report and prepares statistical reports as requested
- Answers incoming phone calls and refers callers to appropriate personnel
- Uses register and performs cash tray procedures as needed
- Assists Patrons with copying and faxing
- Physically processes and prepares various library media for circulation. May order library materials
- Withdraws materials from collection
- Provides clerical assistance to librarians

Qualifications:

- Ability to be welcoming, helpful and relate well to the general public and coworkers
- Working knowledge of library terminology, procedures, Sierra software and library equipment
- Working knowledge of business Math, English, and MARC record cataloging
- Ability to file with accuracy and knowledge of ALA standard filing rules
- Working knowledge of automated library circulation system
- Good time management skills
- Dependable, flexible and detail-oriented
- Ability to type accurately at a good rate of speed and to write legibly
- Ability to understand and carry out directions
- Ability to handle a variety of tasks under time constraints
- Personal qualities of tact, good judgment, cheerfulness, orderliness, good memory, patience, and mental alertness

Necessary Training and Experience:

- Graduation from high school (or equivalency)
- Two years of customer service experience and library clerical and/or circulation experience

35 hours a week. Salary: $22.02 per hour. Submit resume and application by Friday, November 20th to jennybloom@portjefflibrary.org

Port Jefferson Free Library is an association library with a staff association represented by NYSUT. Benefits include the opportunity to participate in the NYS retirement plan, paid accrued time off and more outlined in the collective bargaining agreement.

The Port Jefferson Free Library does not discriminate in employment or the provision of services.