

Livingston Manor Branch
92 Main St. Livingston Manor, NY 12758
(845) 439-5440



Roscoe Branch
85 Highland Ave. Roscoe, NY 12776
(607) 498-5574

Library Circulation Clerk Job Announcement

The Livingston Manor-Roscoe Library seeks an enthusiastic and dependable person for a part-time Circulation Clerk position to work primarily in the Livingston Manor Branch, with the possibilities of working occasionally in the Roscoe Branch. As the first person our patrons encounter in person or by phone, our successful candidate must be friendly, approachable, and able to greet and guide our patrons at the library. A candidate is sought who will extend the culture of the organization.

Responsibilities

The position will require you to be the first contact with our patrons at the circulation counter. The Circulation Clerk must have strong computer and customer service skills. This position is primarily responsible for tasks related to circulation and management of the library collections to service a diverse population of library patrons. Clerical duties include but are not limited to, checking materials in and out, registering new cardholders, searching for library materials in database, maintaining library statistics, answering phone inquiries, collecting fines, and special projects as assigned. The successful candidate will be required to learn to use Koha, an integrated library system software platform.

Requirements

The successful candidate must have the ability to express ideas clearly and accurately, both orally and in writing; to be attentive to detail; and to interact tactfully and courteously with patrons and staff. This position requires computer proficiency and a demonstrated familiarity with the MS Office Suite. This position requires the ability to do physical work such as standing, bending and lifting (up to 30 pounds).

Minimum Qualifications

Two years of office or library experience is required; bachelor's degree is preferred.

Hours And Schedule

This position will average 11 hours/week, but may vary, with schedule being known at least 2 weeks in advance. It requires availability to work weekdays between 10:00 a.m. and 6:00 p.m. and at least 3 Saturdays/month.

Compensation

\$18.95/hour

Benefits

Sick leave earned: 1 hour for every 30 hours worked
Disability and optional Paid Family Leave
Option to contribute to 401K retirement plan after 3 months of employment

To Apply: Interested candidates please email a cover letter and resume to director Peggy McGuire at LMR-Library@rcls.org. Accepting applications through Monday, November 2.

Typical Work Activities in Detail

- Performs routine searches of digital records
- Issues library cards and updates users' records according to library procedures
- Performs circulation and interlibrary loan functions
- Collects fees and accounts for monies
- Operates photocopier, scanner, fax machine, printer, computers
- Answers telephone; transfers calls and provides information to callers in a courteous manner
- Calls library users to deliver messages or information on library materials
- Greets all library users in a friendly and professional manner
- Responds to inquiries and refers users to appropriate staff or resources to resolve issues
- Assists library users with basic printing and emailing functions
- Takes action to enforce library policies or notifies the supervisor of such issues
- Considers the library's Code of Service in all activities