

CROTON FREE LIBRARY

171 Cleveland Drive, Croton-on-Hudson, NY 10520

Phone: (914) 271-6612 | Fax: (914) 271-0931

www.crotonfreelibrary.org

Library Circulation Clerk (Part-time)

The Croton Free Library is seeking a tech-savvy and customer service oriented clerk to work part-time in the circulation department.

RESPONSIBILITIES & REQUIREMENTS:

- Provide detail-oriented, transactional duties related to the circulation of library materials and patron accounts.
- Efficiently use computers and internet browsers to search, enter, and retrieve information.
- Be able to learn on the job and keep up to date with policies, procedures, and services.
- Tact and courtesy in dealing with patrons, co-workers, and supervisors.
- Other circulation and collection development projects may be assigned.

THE IDEAL CANDIDATE WILL:

- Be a service driven individual with a positive attitude.
- Be interested in working with the public and serve all ages to promote public resources and opportunities.
- Be highly efficient with a PC office environment and internet browsers to access the Library's Evergreen catalog and ILS - mobile devices and knowledge of Google Docs a plus.
- Show a willingness to learn and be flexible in a changing environment.
- Be a proactive team member with strong problem-solving and communication skills.

SCHEDULE & COMPENSATION:

The schedule will be Wednesdays and Fridays from 10:00 a.m. to 5:30 p.m. and includes 1-2 weekend days on rotation per month. Additional hours may be available when covering other shifts. **Hourly rate starts at \$16.50 per hour** (based on experience).

TO APPLY:

Send your resume to opportunities@crotonfreelibrary.org with the subject line "PT Library Circulation Clerk" by November 8, 2024.

Posted: 10/21/2024