

MECHANICVILLE DISTRICT PUBLIC LIBRARY

JOB OPENING

CIRCULATION CLERK

EVENING AND WEEKEND CIRCULATION CLERK

This is a part-time position working up to 16 hours per week, predominantly weekend and evening shifts, as well as vacation coverage.

Staff of the Mechanicville Library work together to ensure that all aspects of the services and operations of the library are in support of the library's mission. The circulation desk is the hub of the Mechanicville Library and is frequently the first point of contact for patron inquiries about our collection, services, and general library information. As a representative of the Mechanicville Library, it is essential that the Circulation Clerk demonstrate strong communication and customer service skills and maintains a proactive, positive, and helpful approach while serving patrons.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Performs all opening/closing procedures
- Assists patrons at the circulation desk
- Performs the full range of circulation desk procedures using automated circulation system
- Empties and processes book drop and manages items on the requested items/holds list
- Registers patrons and processes collection of fees or fines following appropriate procedures
- Responds to telephone inquiries
- Performs other duties as assigned

SKILLS

- Desire to meet and serve the library's patrons and community
- Ability and desire to provide high level of customer service
- Ability to exercise initiative and independent judgment
- Knowledge of computers, the internet, and library software
- Ability to make decisions, follow procedures, and interpret policies
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the public
- Ability to organize job duties and work independently

REQUIRED

High School Diploma or GED equivalent

PHYSICAL REQUIREMENTS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY/BENEFITS

\$15 per hour to start

Paid Vacation

Paid Sick Leave

Life Insurance

NYS Local Retirement

Professional Development Reimbursements

Interested Candidates can fill out an application available at the Circulation Desk.

Any questions please contact Library Director Michelle Duell by the following methods,

Email: mduell@sals.edu Phone: 518-664-4646