

# **MECHANICVILLE DISTRICT PUBLIC LIBRARY**

## **JOB OPENING**

### **Library Page**

Afternoon, Evening and Weekend

This is a part-time position working up to 12 hours per week, predominantly afternoon, evening and weekend 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**

- Shelving of library materials
- Assists Clerks at the circulation desk
- Program setup and take down
- Prepare crafts (cutout)
- Assist with Summer Reading Program
- Performs other duties as assigned

#### **SKILLS**

- Ability to sort library materials (File Alphabetically and Numerically)
- Detail Oriented
- 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**

16 years of Age

#### **PHYSICAL REQUIREMENTS**

Bending, stretching, lifting and pushing.

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