# MAXWELL MEMORIAL LIBRARY

**14 Genesee Street, Camillus, NY 13031 Phone: (315) 672-3661**

**Web:** *www.maxwellmemoriallibrary.org* **E-mail:** *director@maxwellmemoriallibrary.org*

**Job Title:** Part-Time Library Clerk
**Job Category:** Part-Time Regular
**Pay Range:** Hourly, starting at $16.00 per hour
**Job Description:** Part-time library clerks work a regular shift each week at the library front desk, to be determined by schedule openings (average 10-25 hours per week); this may include daytime and evening hours. At least one Saturday per month will also be part of the schedule. Additional time requirements include monthly staff meetings (1.5 hours), occasional training outside of work hours (1–2-hour sessions) and substituting for other clerks.
**Benefits:** Clerks immediately start accruing sick time according to NYS law. After three months of employment, part-time regular clerks are eligible for paid vacation and personal time, to be determined based on average hours worked in a pay period and date of hire. Part-time regular clerks are also eligible to participate in our 401K plan. These benefits and other forms of leave are described fully in the Employee Handbook.
**Minimum Qualifications**: High School or Equivalency Diploma

Library Clerk responsibilities include:

- Working at the front desk and handling all patron transactions.
- Mastering the Polaris library circulation system and using it effectively to solve circulation problems and answer questions.
- Fielding basic- to intermediate-level reference questions.
- Effectively using Internet and electronic resources for library tasks and helping patrons.
- Processing library materials.
- Receiving deliveries by mail, library system and other courier services.
- Answering the phone and handling inquiries by phone.
- Working well with patrons of all ages and walks of life.
- Working as a competent and friendly team member with other staff.
- Regularly using library email to keep abreast of library news, updates, and issues.
- Completing special tasks (one time or ongoing) assigned by the Director (displays, book sale, crafts).
- Some physical ability – the job entails lifting or otherwise moving bins and bags of library materials up to 50 pounds, bending and reaching, and working on your feet.
- On an ongoing basis, building skills necessary to answer patrons' questions, provide needed help, and work effectively in the current library setting. This can be done through workshops and training offered by the library and regional library organizations, as well as through independent study and continuing education.

An employee working as a Library Clerk must have the following skills:

- Communicate well in English, including the spoken and written word.
- Be calm and polite when patrons may be upset, angry or rude.
- Be able to navigate in a Windows- and web-based computer environment.
- Be able to use and help others use various Web browsers, email services, word-processing programs, mouse, touchscreens, portable memory devices, printers and scanners.
- Be able to navigate the Web-based library catalog to place holds, search for items, access patron accounts, and more.
- Have a practical knowledge of electronic books, downloadable audiobooks, tablets, smartphones, laptops, and a desire to continue learning new technology.

To apply, please submit a resume (in Word/Google Doc or PDF format) to Jennifer Burke, Director, at director@maxwellmemoriallibrary.org.

Updated 4/26