Prattsburg Free Library

26 Main Street

PO Box 426

Prattsburgh, NY 14873

PART TIME LIBRARY CLERK

The Prattsburg Free Library is seeking to fill a part time library clerk position for up to 14 hours a week. Must be available nights and weekends. Flexibility in schedule is also a high priority. Possibility of additional hours for covering coworkers shift or for special events. This position is under supervision of the director or senior clerk on duty.

RESPONSIBILITIES OF POSITION:

DUTIES:

* Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
* Checks in deliveries of interlibrary loan materials.
* Does typing and filing.
* Answers phone calls
* Processes, withdraws, repairs, or reconditions library materials.
* Shelves library materials and reads shelves.
* Assists with library programs, displays, and promotions.
* Assist patron with ready-reference questions and reader advisory, bibliographic
* instruction and database searching.
* Assists patrons with mechanical operations of library equipment.
* Answers directional questions and refers patrons to appropriate personnel.
* Performs other related work as required.

KNOWLEDGE AND ABILITIES

* Positive helpful customer service skills
* Working knowledge of library methods and procedures.
* Be able to work through projects with regular interruptions
* Competent knowledge of computers, printers, and Microsoft Office
* Ability to operate library machines properly.
* Keyboarding and filing ability.
* Working knowledge of English grammar and spelling.
* Willingness to maintain skills in above mentioned areas through active participation in appropriate library skills learning experiences.
* Communication skills: effectively communicate ideas and information both in written and oral form
* Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
* Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
* Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division)
* Time management: set priorities in order to meet assignment deadlines.

PHYSICAL DEMANDS OF POSITION:

* Sitting, standing, walking, climbing, and stooping.
* Bending/twisting and reaching.
* Talking and hearing; use of the telephone.
* Lifting and carrying: 25 pounds or less.
* Pushing and pulling: objects weighing 60-80 pounds on wheels.

ENVIRONMENTAL/WORKING CONDITIONS

1. Inside work environment.

2. Flexible work hours; frequent evening and weekend hours.

EDUCATION AND EXPERIENCE

1. High school diploma or GED

2. Keyboarding and general office experience.

3. Some previous library or work experience.

Please submit application, resume, and references by March 30th to:

Prattsburg Free Library

ATTN Part Time Clerk Position

PO Box 426

Prattsburgh, NY 14873

We will begin reviewing application immediately.

Job will remain open until position is filled.