

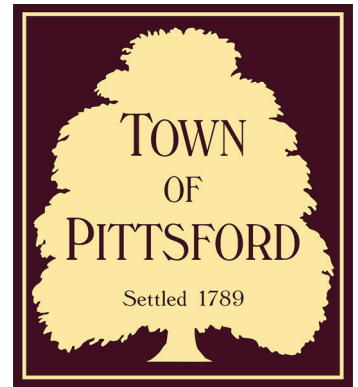
JOB OPENING

Pittsford Community Library

Position: **Children's Service Library Clerk**
(Part-Time)

Posted: October 20, 2020

Deadline: November 03, 2020



The Town of Pittsford has an opening for the position listed above.

The Pittsford Community Library seeks an energetic, positive, service-oriented individual to fill the role of Part-time Children's Services Library Clerk.

Core Staff Qualities

- Motivated to provide warm, welcoming, knowledgeable customer service to all patrons
- Helpful, compassionate, and fun when engaging with coworkers and the community
- Curious and self-motivated to learn
- Organized, detail-oriented, and reliable
- Flexible and resourceful in a changing environment
- Knowledgeable of technology and digital services

Major Duties

- Provide customer service at the Children's Reference desk, including readers' advisory
- Prepare new children's materials for circulation
- Assist children's librarians with projects and duties as assigned

Qualifications

- Knowledge of children's literature and strong interest in working with children and families
- Attention to detail
- Ability to use computers and other technology
- Proficiency with Microsoft Word, Publisher, and Excel
- Ability to maintain composure under pressure while multi-tasking
- Ability to understand oral and written instruction, and communicate clearly and constructively
- Can stand, walk, crouch, twist, push/pull up to 75 pounds, and can lift up to 60 pounds
- Available two (2) weekday nights and occasional weekends
- High school diploma or equivalent

Supervisory Authority: Report to Children's Librarians.

Hours/Wages

The person in this position will work 25 hours per week. Candidates must be available Monday through Friday, days and evenings, as well as weekends in rotation. The hourly rate is \$16.46.

Statement of Nondiscrimination

Pittsford Community Library grants equal employment opportunities to all qualified persons, without regard to an individual's age, race, color, religion, gender or gender identity, national origin, political affiliation, disability, genetics, marital status, sexual orientation, veteran's status, or military service. The library complies with all state and federal fair employment laws and regulations.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

The Town of Pittsford provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org

Fax to: (585) 248-6247

For an employment application, click [HERE](#)