

JOB OPENING

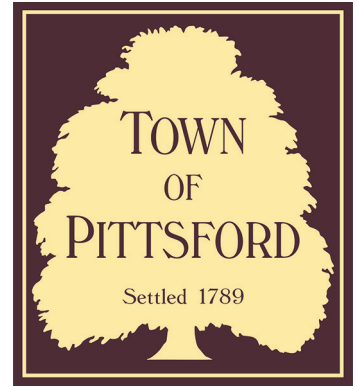
Pittsford Community Library

Position: **Library Aide**

(Part-Time)

Posted: May 8, 2017

Deadline: May 31, 2017



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

- Provides warm, welcoming public service in a knowledgeable manner to patrons at the circulation desk
- Checks materials out for patrons and processes returns and holds
- Collects fines and fees; operates cash register; issues and updates library cards
- Other duties as assigned

This is a non-competitive title. High School diploma required

- Interpersonal
 - Friendliness, enthusiasm, and poise when helping the public in a busy setting
 - Ability to communicate positively and effectively both in person and in writing
 - Dependability, scheduling flexibility, team-mindedness and a sense of humor
- Physical
 - Ability to bend to the floor and reach overhead with 10 pounds in hand
 - Ability to lift and carry (with assistance) totes of library materials up to 40 pounds
 - Ability to stand for shifts of 4 to 5 hours
- Technological
 - Comfortable using computers
 - Cash register experience preferred

Salary: \$13.15 per hour,

Hours: 13-17 per week, to include one morning shift, one afternoon shift and a rotating weekend shift.

Questions about this position can be directed to Hillary McShea, hmc Shea@townofpittsford.org

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.

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: c Fleming@townofpittsford.org

Fax to: (585) 248-6247

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