

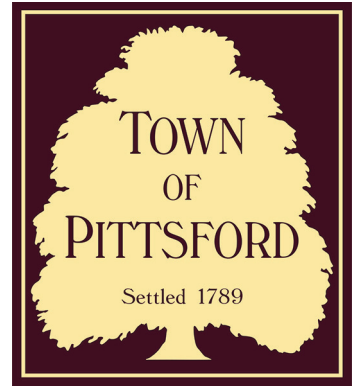
JOB OPENING

Pittsford Community Library

Position: **Part-time Library Clerk**
(Part-Time)

Posted: November 08, 2017

Deadline: December 14, 2017



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

Responsibilities will include: Information Desk assistance, programming support, helping patrons with eMaterials, data entry, and collection support.

Twenty hours per week, including evenings and weekend rotations.

Basic research skills plus experience using Microsoft Word, Excel, and/or Publisher are required.

\$13.15 per hour

For more specific information, contact Amanda Madigan, Assistant Director, amadigan@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: cflaming@townofpittsford.org
Fax to: (585) 248-6247
For an employment application, click [HERE](#)