

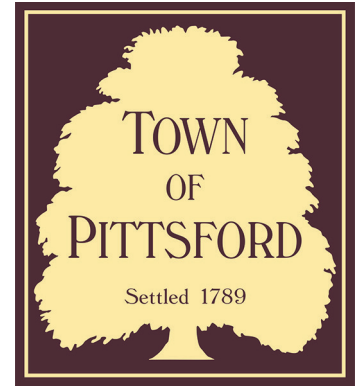
JOB OPENING

Pittsford Community Library

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

Posted: February 29, 2024

Deadline: March 15, 2024



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

The Pittsford Community Library seeks an energetic, positive, service-oriented professional to fill the role of Part-time 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 Information and Children's desks
- Assist with data entry for programming, marketing, and room management
- Maintain and distribute marketing materials in digital and print formats
- Maintain hallway bulletin boards and reader's advisory displays
- Assist circulation supervisor with reports as needed
- Other duties as assigned

Qualifications

- Proficiency with technology, computers, Microsoft Suite, and Outlook 365
- Ability to maintain composure under pressure while multitasking
- Ability to understand oral and written instruction, and communicate clearly and constructively
- Can stand, walk, crouch, twist, push/pull up to 60 pounds, and can lift up to 45 pounds
- Available weekdays, evenings, and weekends
- High school diploma or equivalent

Supervisory Authority: Report to Assistant Director.

Hours/Wages

The person in this position will work 20 hours per week. Candidates must be available Monday through Friday, days and evenings, as well as weekends in rotation. The hourly rate is \$18.82.

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, and 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.

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](#)