

JOB OPENING

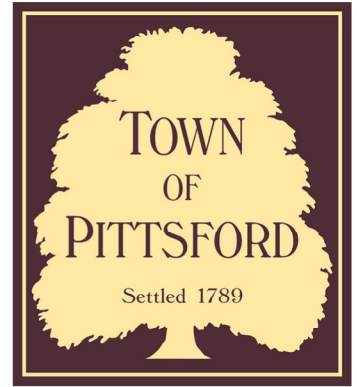
Pittsford Community Library

Position: **Library Aide**

(Part-Time)

Posted: May 10, 2023

Deadline: June 12, 2023



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

The Pittsford Community Library is seeking applications for the position of Part-Time Library Aide.

Core Staff Qualities

- Service oriented and motivated to provide warm, welcoming, knowledgeable customer service
- Helpful, compassionate, and fun when engaging with coworkers and the community
- Energetic, curious, and self-motivated to learn
- Organized, detail-oriented, and reliable
- Flexible, positive, and resourceful in a changing environment

Major Duties

- Provide customer service at the circulation desk, including checking out materials, registering new patrons, issuing and updating library cards, and collecting fines and fees
- Process returns and holds
- Operate computers, cash registers, and credit card terminals
- Address questions about library accounts and circulation policies, both in person and via phone
- Other duties as assigned

Qualifications

- Ability to stand for shifts of 4 to 5 hours
- Ability to maintain composure under pressure in busy, public setting
- Ability to understand oral and written instruction, and communicate clearly and constructively
- Ability to stand, walk, crouch, twist, push/pull up to 75 pounds, and lift up to 60 pounds
- Ability to comfortably use computers, cash registers, and other technology
- Available weekdays, evenings, and weekends
- High school diploma or equivalent

Supervisory Authority: Circulation Supervisor and Assistant Director.

Hours/Wages

The person in this position will work 12-17 hours per week including at least two mornings, one afternoon, as well as a rotating weekend shift. The hourly rate is \$15.98

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](#)