

Sodus Community Library

Job Opening – Youth Services Library Clerk

Responsibilities

Under the supervision of the Library Director, the Youth Services Clerk is responsible for: Planning, promoting and implementing weekly and monthly programs and events for children and teens, the Summer Reading Program, and connecting with the school, families and the community to promote literacy and library services

Additionally, duties of a clerk include: opening and closing the library, working the circulation desk, checking materials in and out, electronic data input, assisting patrons with computers and reference questions, processing books, general clerical/reception duties, collecting fines and charges, and answering phones.

Applicants

- Must have a HS Diploma or GED
- Must take the Civil Service Library Clerk Exam (score in top 3)
- Enjoy working with children and understand child development
- Must be able to work year-round and be consistently available for designated hours
- Must be service-oriented, warm and inviting
- Must have good computer skills and be able to use office machines; e.g. copier, fax, printer
- Must be able to work independently
- Must be physically able to climb stairs, reach all book shelves, and lift heavy books and delivery bins
- Must be clean and neat
- Must have great communication skills

Work Environment and Hours

- Normal office environment and equipment
- 20-25 hours per week
- \$14.20+ (depending on experience)
- Eligible for NYS Retirement, sick time
- Position will begin November 18, 2022

Applications are due by Nov 12, 2022