

## OPEN POSITION

# Part Time Circulation Clerk

The Great Neck Library is seeking a friendly, approachable part time clerk for the Circulation department to greet, guide and assist our patrons in person and on the telephone.

### Duties and Responsibilities include:

- Registering patrons for library cards
- Checking library materials in and out
- Answering and routing telephone calls and providing routine information
- Perform basic keyboarding skills and have the ability to use computer programs for circulation functions. Knowledge of Sierra a plus.
- Work independently, accurately, and with attention to detail
- Shelving of Library Materials
- Customer service experience preferred.
- Must be reliable and willing to work a flexible schedule
- Position may involve prolonged periods of sitting and lifting of up to 25 lbs.
- Other duties as assigned

### Schedule:

Shift includes Nights and Saturdays. Sundays as needed.

### Starting Salary:

Per Hour: \$17.16-\$24.50

This is a Union position and is non-civil service.

We are a participating employer in the New York State & Local Retirement System.

*The salary of the finalist selected for this role will be based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, longevity, specialty and training.*

**Reply with resume, cover letter, completed GNL employment application (found here - <https://greatnecklibrary.org/employment/>) and references by January 16<sup>th</sup>, 2026**

Great Neck Library  
159 Bayview Ave.  
Great Neck, NY 11023  
[employment@greatnecklibrary.org](mailto:employment@greatnecklibrary.org)

*No Phone Calls Please*

*The Great Neck Library is an Equal Opportunity Employer.*



Scan the QR code for more information on employment at GNL,  
or visit [greatnecklibrary.org/employment](https://greatnecklibrary.org/employment)