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## Now Hiring! Part-time Library Clerk

### POSITION OVERVIEW

Are you someone who loves to talk and build relationships? Do you thrive in collaborative environments and prioritize exceptional customer service? If you're passionate about creating an inclusive, welcoming atmosphere for all, we'd love to have you join us as a Part-time Library Clerk!

This role is perfect for individuals who are committed to equity, enjoy engaging with a diverse range of people, and creating a positive library experience. A love for books? Even better! Patience, adaptability, and attention to detail are essential, as you'll perform various tasks in a fast-paced environment while maintaining professionalism.

### KEY RESPONSIBILITIES:

- Create a warm, welcoming atmosphere for all patrons as they enter the library, ensuring they feel valued.
- Engage with visitors of all ages and backgrounds, assisting them in navigating library resources and services.
- Support patrons by checking materials in and out, registering new library cardholders, and answering inquiries about library offerings.
- Communicate effectively with colleagues and patrons in-person and digitally to ensure smooth operations and collaboration.
- Welcome community groups using the library's meeting rooms, providing guidance on available resources.
- Approach interactions with empathy, particularly when assisting patrons facing challenges.
- Perform additional duties as required, including but not limited to registering patrons for programs, shelving materials, recommending books, and more.

**COMPENSATION:** The library uses an annual pay schedule with step increases based on years of service. Most new employees are hired at the starting rate unless they bring significant directly related experience, education, or specialized training relevant to the position. The current pay range for this position is base step. \$17.56-\$21.95 per hour.

**WORK SCHEDULE:** This part-time position consists of two evenings per week from 4:00 – 8:00 pm (Monday and Wednesday) and a monthly weekend rotation.

**LOCATION:** East Greenbush Community Library, East Greenbush NY

**REPORTS TO:** Head of Borrower Services

**BENEFITS:**

- NYS Retirement system
- Accrued paid sick leave
- Supportive and mission-driven team

**APPLICATION INSTRUCTIONS:** This is a civil service position, and appointments are provisional. The successful candidate must take an exam when it is available. Applications may be obtained in person at the library or [online](#). Please send your application (leave social security line blank) and three references (professional preferred) to [search@eglibrary.org](mailto:search@eglibrary.org) or deliver them in person. The position will remain open until filled, and review of applications will begin immediately.

**MINIMUM QUALIFICATIONS:**

- High school graduate or equivalent
- Strong customer service skills; previous experience in a library, or the hospitality industry preferred.
- Basic computer and internet proficiency with a willingness to learn new technologies and library software.
- Excellent communication and interpersonal skills with a friendly, approachable demeanor.
- Ability to engage positively with patrons and collaborate effectively as part of our library team.
- Proficiency in using a cash register and credit card machine for accurate transactions.
- Ability to alphabetize quickly and accurately.
- Punctuality and consistent attendance are essential.

**PHYSICAL DEMANDS:**

- Ability to stand for extended periods.
- Ability to lift up to 20 pounds and to push full book carts.
- Stooping, bending, and use of step stools are required.

**ABOUT US:**

At the East Greenbush Community Library, we believe that our library is a vital community hub that fosters learning, creativity, and connection. We are dedicated to empowering individuals through access to information and resources, creating a welcoming space where everyone feels supported and engaged. With a strong commitment to diversity, equity, and inclusion, we proudly serve over 100,000 visitors each year.

Join a vibrant team committed to providing top-notch library services and making a meaningful impact in our community. We circulate over 200,000 items annually and host programs that attract over 20,000 participants. Voted Times Union Best Library—2<sup>nd</sup> place for six consecutive years- we are excited to expand our dynamic public service team!