

THE SMITHTOWN LIBRARY

NOTICE OF AVAILABLE POSITION

- Date Posted:** March 24, 2021
- Position:** **Library Clerk - Part-time (17.5 hours per week)**
Smithtown Building Circulation Department
Includes weekends and evenings, and may include periodic shifts at our other buildings.
- Description of Duties:** Under direct supervision, the employee performs clerical duties at the circulation desk. Detailed instructions and close supervision are received during training and on new assignments, but routine assignments are carried out independently and the employee is expected to use initiative and judgment as experience is gained. Checks materials in and out; collects and records fines and explains rules and procedures to library patrons; processes patron registrations and prepares library cards; processes reserve requests; assists in maintaining reserve files and notifies patrons by phone when reserved materials become available; registers patrons for library programs; answers telephones and provides information to callers; processes inter-library loans. Work is reviewed by a supervisor through direct observation and conferences. Does related work as required.
- Qualifications Required:** Graduation from a standard senior high school or possession of a high school equivalency diploma.
- Salary:** Determined in accordance with the pertinent provisions of the collective bargaining agreement currently in effect. The entry level salary is \$18.45 per hour.
- Contact:** If interested in scheduling an interview for this position, please **email** a letter of application, your résumé and the shift availability chart to smithjob@smithlib.org no later than seven business days from the date of this posting. **Please put Lib Clerk PT SM CIRC and your last name** in the subject line of the email.

THE DECISION OF THE LIBRARY DIRECTOR, SUBJECT TO APPROVAL OF THE LIBRARY BOARD OF TRUSTEES, WILL BE FINAL.

THE SMITHTOWN LIBRARY

Applicant Shift Availability Chart

Please denote which shifts you are available to work on a consistent basis.

Applicant Name _____ Date _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:30am-2:30pm						X	X
2pm-6pm						X	X
5pm-9pm						X	X
9am-1pm	X	X	X	X	X		X
1pm-5pm	X	X	X	X	X		

Remarks: