

RED JACKET COMMUNITY LIBRARY



89 South Main St. Manchester, NY 14504 • 585-289-7063 • www.redjacket.owwl.org

Part-Time Library Clerk

The Red Jacket Community Library, in Manchester, NY, is seeking a part-time Library Clerk to assist patrons, work at circulation, and perform other duties as assigned. The Red Jacket Community Library serves the same geographic area as Manchester-Shortsville Central School District and is a member of the OWWL Library System. This position requires strong customer service skills, planning and attention to detail, and the ability to work with people of all ages.

Duties and Responsibilities:

- Assists patrons with routine selection and location of library materials
- Assists patrons with technology including computers, scanning, and faxing
- Registers borrowers and renews patron accounts
- Handles cash/check transactions including collecting payment for lost items
- Processes new library materials and adds to the collection
- Performs regular maintenance and weeding of assigned section of collection
- Performs opening and closing procedures responsibly and independently
- Follows established library policies and procedures
- Performs other clerical tasks and duties as assigned
- Prepares and sends late notices to patrons
- Provides outstanding customer service at circulation desk assisting patrons
- Performs routine circulation duties and assures accurate library shelving
- Assists other staff in promoting library programs by creating flyers and using social media

Minimum Qualifications:

- High school diploma or equivalent
- Must meet Ontario County Civil Service requirements for Library Clerk
- Working knowledge of library services and practices
- Ability to multitask, prioritize, and manage efficiently

Requirements and Skills Considered:

- Comfortable using social media and technology such as Google Applications, WordPress, Canva, Mailchimp and Facebook
- Demonstrates high level of attention to detail, adaptability, courtesy, orderliness and reliability
- Physical condition commensurate with the demands of the position, including but not limited to ability to lift and carry heavy items, climb stairs and stools or ladders, bend and stoop, and stand for long periods of time.

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Compensation and Benefits:

Compensation is \$15.20/hour. The position is for 10-15 hours weekly including mornings, afternoons, evenings and Saturdays.

To Apply:

Please submit resume, cover letter, and three references to Jordan Schneider, Library Director: redjacketlibrarydirector@owwl.org.

Preference will be given to applications before May 13, 2023.