

# RED JACKET COMMUNITY LIBRARY



89 South Main St. Manchester, NY 14504 • 585-289-7063 • [www.redjacket.owwl.org](http://www.redjacket.owwl.org)

## Substitute Part-Time Library Clerk

The Red Jacket Community Library, in Manchester, NY, is seeking a substitute 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. The position would be to fill in gaps in the schedule and help with staff coverage. The shifts may include mornings, afternoons, evenings and Saturdays.

### 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, checking in and checking out materials
- Performs routine circulation duties including but not limited to: shelving, pulling holds, looking for missing items
- Handles cash/check transactions including collecting payment for lost items
- Performs opening and closing procedures responsibly and independently
- Follows established library policies and procedures
- Performs other clerical tasks and duties as assigned
- Provides outstanding customer service at circulation desk assisting patrons

### Minimum Qualifications:

- High school diploma or equivalent

### Requirements and Skills Considered:

- Working knowledge of library services and practices
- Experience in the use of Evergreen or a similar ILS
- Ability to multitask, prioritize, and manage efficiently
- 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 \$14.50/hour.

## **To Apply:**

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

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