



Comsewogue Public Library

Where Many Paths Meet

170 Terryville Road, Port Jefferson Station, NY 11776 Phone: 631-928-1212

Notice of Position: Library Clerk

Department: Circulation Department **Date Posted:** 01/12/2024

We invite you to apply for an opportunity to join our motivated team in a warm and welcoming environment. At Comsewogue we put an emphasis on training and we support each other in our day-to-day tasks. We're looking for someone who shares our interest in connecting with our patrons and making a positive contribution to our community.

Requirements:

- High School Diploma or equivalent
- Knowledge of computers and related hardware, electronic mail, the Internet, office software, cash register operations, answering phones, transferring calls and taking messages
- Excellent interpersonal and customer service skills including a professional, positive, and approachable demeanor
- Provide equitable delivery of library services to all people
- Ability to adapt to a constantly changing environment / ability to multitask
- Ability to perform detail-oriented tasks with an emphasis on accuracy and efficiency
- Ability to make sustainability-conscious workplace decisions
- Participate in large scale and outreach events which may include assisting the community with library resources, promoting the library brand and value of the library to the community
- Willingness to learn
- Flexibility to work a variety of hours

Preferred:

- Knowledge of library terminology, policies, procedures and equipment
- Knowledge of Sierra (Suite of products commonly referred to as an Integrated Library System, or ILS)

Hours:

Up to 17.5 hours per week, including nights and weekends

Rate: \$19.46 hr

Applications are available at the circulation desk and on the library's website under **JOBS**. Submit your application in person, email to hr@cplib.org or fax to 631-928-6307 by **01/26/2024**

Preference may be given to candidates who are residents of the Library service districts.

Only candidates selected for further consideration will be contacted.

The Comsewogue Public Library does not discriminate in employment or the provision of services. The Library's Equal Employment Opportunity Policy is found at: <https://www.cplib.org/about/documents/>. The Library is committed to proactive, fair, legal recruitment processes and practices carried out in a professional and welcoming manner. The Library is committed to reducing its impact on the environment.