

NOTICE OF POSITION

Mastics-Moriches-Shirley Community Library

Job Title: Part Time Library Clerk

Job Notice #:181112P

Date Posted: 11/27/18

Closing Date: 12/11/18

Approximate Starting Date: 12/19/18

Dept.: Reference & Adult Services

Description of Duties:

- Applicant must be able to work up to 17.5 hours per week; including weekends, days, nights and holidays.
- Register patrons for library programs and other services.
- Answer and screen telephone requests at busy Reference Desk.
- Reserve and interlibrary loan materials for patrons.
- Perform a variety of clerical tasks to support Reference Desk and library operations.
- Promote use of library programs and services and databases.

Qualifications Required:

- 18 years or older and high school graduate.
- Excellent phone and communication skills.
- Pleasant welcoming demeanor and strong customer service skills.
- Must be organized and highly detailed oriented.
- Basic knowledge of MS Word, Excel, Publisher.
- Preference given to William Floyd School District resident.

Wage: \$13.13 per hour

Contact: Applications maybe returned in person to the Library Business Office drop box during library hours; by fax 631-399-1518; or scanned and e-mailed as an attachment to businessoffice@communitylibrary.org

Please note that only candidates being considered will be contacted.

The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, in the employment or the provision of services.