

# Open Part-Time Position at the Port Jervis Free Library

## Position Summary:

The Port Jervis Free Library is seeking a part-time employee to fill an open clerk position. A successful candidate will work under the director and supervisors on duty to provide support and perform duties related to library services for the Port Jervis Free Library on a part-time basis (up to 19 hours per week).

Work schedule: TBD (will include some weekends)

**Essential Duties:** Duties may change and others may be assigned. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed below.

- Follow Library policies and procedures.
- Check out and check in Library materials; register students and other patrons of the Library.
- Perform other circulation-related activities using the Integrated Library System (ILS).
- Shelf books and periodicals and help maintain the physical collection.
- Answer telephones, direct patron and vendor calls to other staff members and management when necessary, assist patrons over the phone, and take accurate messages when necessary.
- Assist patrons with the use of photocopiers, printers, and scanners.
- Communicate Library policies and procedures to Library users while executing escalation policies when necessary.
- Assist patrons with directional questions and respond to simple questions regarding the use of Library resources, such as locating items in the online public access catalog and using the Library website, and other search engines to locate information about resources and services.
- Provides basic technical support to library patrons.

## Experience & Educational Background:

- High School Diploma or GED required.
- 2+ years related library or customer service experience preferred.

## Skills & Competencies:

- Highly responsible regarding time and attendance.
- Very strong communication skills and ability to project a positive attitude about the Library when interacting with Library patrons.
- Must be able to lift to 20 pounds.
- Good reading, data entry, word processing, and computer skills; accuracy and attention to detail.

- Customer service demeanor, good listening skills, and demonstrated patience when dealing with patrons.
- Self-discipline and sound judgment are essential, as work will, at times, be performed in the absence of a supervisor.

Successful candidates will have the background and skills listed in this form. Higher education may substitute for experience. Candidates will be subject to a comprehensive background check. To apply, please send a resume and cover letter to [ckoehler@rcls.org](mailto:ckoehler@rcls.org).