

OPEN POSITION(s)

Circulation Clerk(s)-Full Time Children's Department & Station Branch

The Great Neck Library is seeking friendly, approachable full time circulation clerks for the Children's Department and the Station Branch to greet, guide and assist our patrons in person and on the telephone.

Duties and Responsibilities include:

- Registering patrons for library cards
- Checking library materials in and out
- Answering and routing telephone calls and providing routine information
- Perform basic keyboarding skills and have the ability to use computer programs for circulation functions. Knowledge of Sierra a plus.
- Work independently, accurately, and with attention to detail
- Shelving of Library Materials
- Customer service experience preferred.
- Must be reliable and willing to work a flexible schedule
- Position may involve prolong periods of sitting and lifting of up to 25 lbs.
- Other duties as assigned

Schedule:

Full time – 35 hours/week, includes one night plus Saturday rotation.
Sundays as needed.

Starting Salary Range:

The minimum starting salary is \$32,040 plus full benefit package commensurate with experience and qualifications.

This is a Union Position.

Reply with resume, cover letter, and references by 6/28/2022:

Great Neck Library
159 Bayview Ave.
Great Neck, NY 11023

employment@greatnecklibrary.org

No Phone Calls Please

The Great Neck Library is an Equal Opportunity Employer.



Scan the QR code for more information on employment at GNL,
or visit greatnecklibrary.org/employment