

OPEN POSITION(s)

Contingent Full Time Circulation Clerk **

Technical Services Department

The Great Neck Library is seeking a full-time circulation clerk to perform a variety of library circulation, technical service and other routine clerical tasks. ***This position is currently a contingent permanent position, meaning that this position is left temporarily vacant by reason of a promotion. Full permanency of this position cannot be guaranteed. Should the permanent employee fail to complete the probationary period, such employee has the right to return to their previous position and displace the contingent employee.*

Duties and Responsibilities include:

- Preparing books and other materials for the collection
- Perform basic keyboarding skills and have the ability to use computer programs for circulation functions. Knowledge of Sierra is a plus.
- Checking library materials in and out
- Answering and routing telephone calls and providing routine information
- Work independently, accurately, and with attention to detail
- Shelving of Library Materials
- Preparing books and other materials for the collection
- 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 commensurate with experience and qualifications plus full benefit package. This is a Union position and is non-civil service.

Reply with resume, cover letter, and references by August 15, 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