

OPEN POSITION

Circulation Clerk-Full Time

The Great Neck Library is seeking a friendly, approachable full time circulation clerk 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 starting salary is \$40,000 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 9/23/2022:

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