OPEN POSITION

Part Time Circulation Clerk
Childrens Department

The Great Neck Library is seeking a friendly, approachable part time clerk for the Circulation department 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:
Shift includes Nights and Saturdays. Sundays as needed.

Starting Salary:
$18.00 Per Hour.
This is a Union Position and is Non-Civil Service.

Reply with resume, cover letter, completed GNL employment application (found here - https://greatnecklibrary.org/employment/) and references by August 23, 2023

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