OPEN POSITION

Full Time Circulation Clerk
Station Branch

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 prolonged periods of sitting and lifting of up to 25 lbs.
• Other duties as assigned

Schedule:
Full time – 35 hours/week, includes days, nights and weekends. Sundays as needed.

Starting Salary Range:
$35,000 - $55,000 plus full benefit package.
This is a Union Position and is non-civil service.

The salary of the finalist selected for this role will be based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, longevity, specialty and training.

Reply with resume, cover letter, completed GNL employment application (found here - https://greatnecklibrary.org/employment/) and references by January 12, 2024

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.