

4917 North Jefferson Street  
Pulaski, NY 13142  
Pulaskinypubliclibrary.org



315-298-2717  
pullib@ncls.org  
@pulaskinypubliclibrary

## **JOB DESCRIPTION SENIOR LIBRARY CLERK**

### **POSITION SUMMARY**

The Senior Library Clerk provides a wide variety of basic public, technical and clerical services including information and reference service, reader's advisory, circulation services and administrative support. This position is also responsible for some programming and outreach duties. This is a full-time position.

### **REPORTING RELATIONSHIPS**

Reports to the Library Director.

### **WAGES**

\$16.50 per hour

### **HOURS**

30 hrs/week. The schedule involves some flexibility for evening classes and will include:

- Monday: 9-3pm
- Tuesday: 9-3pm OR 1pm-7pm
- Wednesday: 9-3pm OR 12pm-6pm
- Thursday: 9-3pm
- Friday: 9-3pm

### **MAJOR RESPONSIBILITIES**

- Performs circulation desk duties, including greeting patrons, checking in and out library materials, registering new patrons, collecting money for fax/copy services and shelving books.
- Maintains library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays and performing light cleaning and/or organizing tasks.
- Provides reader's advisory, reference and other patron assistance services.
- Works proficiently with basic computer software and the POLARIS computer program specifically.
- Assists patrons with computer use and troubleshoots basic computer and office equipment problems.
- Maintains up-to-date knowledge of all library online resources.
- Participates in staff meetings to discuss and resolve problems, contribute ideas for improvement and keep updated on library plans and activities.
- Assists with special projects, events and outreach.
- Assists with opening and closing duties.
- Attends continuing education classes and/or webinars that are relevant for position.
- Maintains the holds shelf, including loading and unloading inter-library delivery bins.
- Performs other related duties as required.

**4917 North Jefferson Street  
Pulaski, NY 13142  
Pulaskinypubliclibrary.org**



**315-298-2717  
pullib@ncls.org  
@pulaskinypubliclibrary**

### **JOB KNOWLEDGE, TRAINING AND EXPERIENCE**

Position requires a High School Diploma or GED. Experience in customer service preferred. Computer proficiency and the ability to work well with the public is required. A valid driver's license or reliable transportation is required. Knowledge of the community in which the library is located, and an understanding of general library operations is helpful.

### **EQUIPMENT OPERATED**

Must have computer and general technology knowledge. Ability to use a copy machine, fax machine, telephone, printers and scanners.

### **ABILITY AND SKILLS**

- Ability to gain proficiency using the POLARIS System.
- Ability to gain a working understanding of current and developing technologies as they related to public library operations and services. This includes databases, electron devices and social media.
- Ability to use computer software including Excel and Word.
- Ability to establish a positive working relationship with library staff and the public.
- Ability to work independently and as part of a team.
- Ability to use alphanumeric order.
- Ability to maintain confidentiality and use appropriate judgement in handling information and records.
- Ability to maintain high standards of library service.

### **PHYSICAL EFFORT**

Position requires standing, sitting and bending for periods of time. Some lifting required.

### **WORKING CONDITIONS**

Majority of this position is inside. Occasional travel to workshops out of the immediate area may be required.

Interested candidates should email cover letter, resume, and 3 references to:

Nikole Ives, Library Director  
nives@ncls.org