



121 HIGH ST, NEWARK, NY 14513
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WE'RE HIRING

PART-TIME LIBRARY CLERK / PROGRAM ASSISTANT

Essential Duties: The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on-the-job training is provided. Work is performed under the direct supervision of higher clerks or Librarians. May supervise pages and volunteers. Does related work as required*.

***Related Work as Required:**

- Assists with developing and implementing programs for youths, adults, and families as assigned by the Program Coordinator and/or the Head of Youth Services.
- Assists with outreach to local nursing homes, daycares, preschools, schools, and other community organizations including frequent visits.
- Records and tracks program statistics.
- Maintains strong familiarity with current children's literature and actively recommends titles for purchase.
- Assists patrons with the use of the juvenile collection.
- Works the circulation desk providing excellent customer service.
- Facilitates programs in the absence of the Program Coordinator/Head of Youth Services

Preferred Qualifications:

- Evidence of strong outreach skills and possess strong customer service skills
- Experience with lesson plans or creating programs for families.
- Prior experience working in a library or public service setting
- Scheduling flexibility
- Ability to work in a team environment

Compensation and Benefits

- \$15.70 per hour (January new pay rate of \$17.35 per hour)
- Eligible to enroll in the NYS Retirement System and NYS Deferred Compensation Plan (both voluntary).

Scheduled Hours

- 17 - 20 hours per week; Mondays 2-5, Tuesdays 4-7, Wednesdays 2-5, Thursdays 9:30 - 5:30, 2- 2 ½ hours per (2) Saturdays a month for programs. The hour may change in summer.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma or
- B. Two years of clerical experience; or
- C. An equivalent combination of training and experience.
- D. Must pass the Civil Service Exam for Library Clerk to work maximum hours needed for position.