

9 Church Street  
Bloomfield, NY 14469  
585-657-6264  
[www.bloomfieldpubliclibrary.org](http://www.bloomfieldpubliclibrary.org)

## Library Clerk – Substitute

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### Job Description

This position requires strong customer service skills, understanding and ability to work with people of all ages, the ability to juggle multiple demands, and a knowledge of and comfort with current technology. The clerk will assist in circulation, assisting patrons, and perform other duties as assigned. Hours may include days, evenings, and Saturdays and are not set or guaranteed as substitutes will be called on an “as-needed” basis. This position is supervised by the Library Director.

This position pays \$13.00 per hour to start.

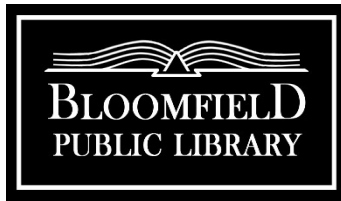
### Duties & Responsibilities

- Assists patrons with routine selection and location of library materials and in utilizing library technology
- Answers routine reference questions, in-person and over the phone
- Registers borrowers and renews patron accounts
- Performs routine circulation duties, including checking in, checking out, renewing, and placing holds on library materials
- Handles cash transactions, including collecting patron charges and payments of lost materials
- Performs opening and closing routines responsibly and independently
- Assures accurate library shelving of books and periodicals by shelf reading and re-shelving, as necessary
- Follows all established policies and procedures of the Library and informs patrons on the same, as necessary
- Performs a variety of clerical tasks and other duties as assigned.

### Job Requirements

- Experience delivering quality customer service; ability to meet the public with tact and courtesy, work harmoniously with other staff, and handle telephone calls in a personable manner
- Ability to communicate effectively, both in-person and in writing
- Experience with routine, library-specific clerical tasks
- A working knowledge of computer applications for library services; familiarity with Evergreen Integrated Library System is preferred
- Ability to handle multiple tasks simultaneously

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- Dependable and punctual
- Ability to tolerate moderate physical demands, including sitting, standing, or walking for sustained periods of time, reaching, lifting, turning and twisting, bending and stooping, pushing and pulling, climbing stairs, using a ladder or stool, and lifting up to 30 lbs.

### **Minimum Qualifications**

Graduation from high school or GED

### **To Apply**

Send application to Margo Prak, Library Director: [bloomfieldlibrarydirector@owwl.org](mailto:bloomfieldlibrarydirector@owwl.org)

or mail to:

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**Applications due by June 30.**

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