

# MOUNT MORRIS LIBRARY

121 Main Street  
Mount Morris, New York 14510

## **Part-Time Library Clerk-Youth Services**

The Mount Morris Library is seeking an energetic and motivated part-time library clerk interested in serving the general public as well as our youth patrons. The successful candidate must enjoy working with children, possess strong communication skills, and be able to work collaboratively. No prior knowledge of library procedures and practices is required. On the job training under the supervision of higher-level clerks or the Library Director will be provided.

## **Typical Duties & Responsibilities**

- Greets patrons, responds to questions, and provides routine reference and directional assistance.
- Performs routine circulation duties necessary for the proper organization and distribution of library materials and resources.
- Instructs patrons in the use of library technology and collects and processes copier/printing fees.
- Opens or closes the library using established procedures.
- Answers telephone inquiries and reference calls.
- Assists with library programming and display arrangements as needed.
- Attends job related training, seminars and meetings.
- Promote library services through community outreach to schools, children's centers, and local organizations.
- Plan, organize, and conduct programs for families with children.
- Other duties as required.

## **Requirements and Skills considered:**

- Graduation from high school or possession of a high school equivalency diploma.
- Proficiency in applying current technologies including digital library services.
- Developing, promoting, and executing innovative programs.
- Experience working with Google applications, Microsoft programs, Social Media, and Canva is preferred.

- Demonstrates high level of attention to detail, adaptability, courtesy, orderliness, and reliability.
- Physical condition commensurate with the demands of the position, including but not limited to ability to lift and carry heavy items, climb stairs and ladders, and stand for long periods of time.
- Possess knowledge of children's interests and literature

**Salary/Benefits:**

The starting salary is \$ 15-16 based on experience and qualifications. The positions allows for up to 17 hours per week. The hours may include morning, afternoon, and evening shifts and will include Saturday hours.

Interested candidates should submit a resume with cover letter and three professional references to the attention of Dr. M. Fernanda Astiz to: [mtmorrislibrarydirector@owwl.org](mailto:mtmorrislibrarydirector@owwl.org)  
Preference will be given to applications received by April 15<sup>th</sup>, 2023.