

9 Church Street
Bloomfield, NY 14469
585-657-6264
www.bloomfieldpubliclibrary.org

Part-Time Library Clerk – Teen & Adult Specialist

The Bloomfield Public Library, in Bloomfield, NY is seeking a part-time library clerk to provide outreach and programming for the library's teen and adult patrons. The Bloomfield Public Library serves the same geographic area as the Bloomfield Central School District and is a member of the Pioneer Library System. 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 position is for approximately 16 hours weekly, including afternoons, evenings, and one Saturday per month. This position reports to the Library Director.

Duties & Responsibilities

- Provides outstanding customer service at circulation desk, while answering the phone, offering reference help, and providing basic computer and tech support to patrons
- Performs routine circulation duties and assures accurate library shelving
- Handles cash transactions accurately, collecting patron charges and payments
- Performs opening and closing routines responsibly and independently
- Plans and facilitates library programs and services for adults and teens
- Creates promotional materials to publicize programs and events in house, as well as in the community and via the library's social media platforms
- Fosters community connections with local organizations, school district, and businesses
- Maintains statistical records of programs and attendance
- Curates Teen collection by ordering materials, conducting holdings maintenance, and weeding materials
- Follows established library policies and procedures and informs patrons of the same, as necessary
- Attends staff meetings and workshops as scheduled to expand job skills and knowledge
- Performs other duties as assigned

Minimum Qualifications

High school diploma or equivalent

Ability to communicate effectively, both in-person and in writing

Working knowledge of and comfort in using computers, smart phones, and other devices

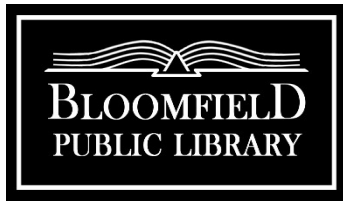
Enthusiastic, compassionate, creative, and eager to work as part of a team

Attention to detail

Motivated to learn and grow

Open-minded and patient

The mission of the Bloomfield Public Library is to educate and enrich the community by providing resources and opportunities for gathering, learning, connecting, innovating, and accessing information.



9 Church Street
Bloomfield, NY 14469
585-657-6264
www.bloomfieldpubliclibrary.org

Preferred Qualifications

Previous experience working in a public library

Previous experience planning and implementing programs and services for teens or adults

Physical Demands

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.

To Apply

Please submit resume, cover letter, and three references to Margo Prak, Library Director:

bloomfieldlibrarydirector@owl.org

or mail to:

Bloomfield Public Library

9 Church Street

Bloomfield, NY 14469

Preference will be given to applications received before **September 3, 2021**.

The mission of the Bloomfield Public Library is to educate and enrich the community by providing resources and opportunities for gathering, learning, connecting, innovating, and accessing information.