

We are hiring!

The Bloomfield Public Library is looking to fill the following position:

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 knowledge of and comfort with current technology. The position is for approximately 15 hours weekly, including afternoons, evenings, and one Saturday per month. This position reports to the Library Manager.

Duties & Responsibilities Plans and facilitates library programs and services for adults and teens. Creates promotional materials to publicize library 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 library 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. Provides outstanding customer service at circulation desk, while answering the phone, offering reference help, and providing basic computer and tech support to patrons. Attends staff meetings and workshops as scheduled to expand job skills and knowledge. 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. Performs other duties as assigned.

Minimum Qualifications This appointment is contingent upon your obtaining any necessary approvals from the Ontario County Civil Service. If you accept this offer of employment, the following terms and conditions would apply:

Previous experience working in a public library is required. Programming experience is preferred. 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.

Preferred Qualifications Previous experience planning and implementing library programs and services for teens or adults. 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.

No relocation services will be offered with this position.

To Apply Please submit resume, cover letter, and three references to: bloomfieldboard@pls-net.org