**Part-Time Senior Library Clerk**

The Bloomfield Public Library, in Bloomfield, NY is seeking a part-time Senior Library Clerk to assist patrons, work at circulation, and perform other duties as assigned. The Bloomfield Public Library serves the same geographic area as the Bloomfield Central School District and is a member of the Ontario, Wayne, Wyoming, Livingston County (OWWL) Library System. This position requires strong customer service skills, a friendly disposition, and a willingness to work as part of a team. The position is for 15 hours weekly including mornings, afternoons, evenings and one Saturday per month.

**Duties & Responsibilities**

* Assists patrons with routine selection and location of library materials
* Assists patrons with technology including computers, scanning, faxing and self-check out
* Registers borrowers and renews patron accounts
* Handles cash/check transactions including collecting payment for lost items
* Processes all DVDs, magazines and audio books and adds to collection
* Performs regular maintenance and weeding of assigned section of collection
* Monthly outreach including choosing and delivering books to a senior center
* Performs opening and closing procedures responsibly and independently
* Follows established library policies and procedures
* Performs other clerical tasks and duties as assigned
* Prepares and sends late notices to patrons
* Provides outstanding customer service at circulation desk assisting patrons
* Performs routine circulation duties and assures accurate library shelving
* Assists other staff in promoting library programs by creating flyers and using social media

**Minimum Qualifications**

High school diploma or equivalent

1 year full time paid library clerical experience or its part-time equivalent

Working knowledge of library services and practices

Must meet Ontario County Civil Service requirements for Senior Library Clerk

**Preferred Qualifications**

Previous experience using Evergreen or similar ILS system

Comfortable using social media and technology such as WordPress, Canva, and Facebook

**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 listing up to 30 lbs.

**Compensation and Benefits**

Compensation is $15.20/hour.

**To Apply**

Please submit resume, cover letter, and three references to Chelsea Arnold, Library Director: bloomfieldlibrarydirector@owwl.org or mail to:

Bloomfield Public Library

9 Church Street

Bloomfield, NY 14469

Preference will be given to applications received before April 10, 2023