



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

Part-Time Library Clerk

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. This position is supervised by the Library Director.

Duties & Responsibilities

- Provides outstanding customer service at circulation desk, while answering the phone, offering reference help, assists patrons with routine selection, and providing basic computer and tech support to patrons
- Performs routine circulation duties , including checking in, checking out, renewing, and placing holds on library materials
- Handles cash transactions accurately, collecting patron charges and payments
- Performs opening and closing routines responsibly and independently
- Registers borrowers and renews patron accounts
- Follows established library policies and procedures and informs patrons of the same, as necessary
- Is aware of the look and needs of the library and helps prepare displays, tidy or improve flow.
- Performs 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
- Dependable and punctual

Minimum Qualifications

High school diploma or equivalent

Preferred Qualifications

Previous experience working in a public library

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.

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 stopping, pushing and pulling, climbing stairs, using a ladder or stool, and lifting up to 30 lbs.