**Part-Time 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 15-20 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

Experience working in a library preferred but not required

Working knowledge of library services and practices

Must meet Ontario County Civil Service requirements for 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 $16.50/hour.

Paid holidays. If the library has a scheduled closure on a day that you were scheduled to work, you will receive pay equal to the amount of hours that you were scheduled to work that day.

If the library has an unexpected, emergency closing, you will receive pay equal to the amount of hours that you were scheduled to work.

All part time employees will be eligible to accrue vacation time at a rate of .02 hours for every hour worked. Accrual will begin at the onset of employment, or January 1st, 2025, whichever is later, and will accrue through the final day of employment. Usage can begin immediately after accrual. Vacation time is intended to be used for planned time off. Vacation time balances can only be dispersed to departing employees if they have given adequate notice and have a permanent employment status with civil service.

Paid Sick Time will accrue at a rate of 1 hour/every 30 hours.

Employer paid PFL coverage.

**To Apply**

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

Bloomfield Public Library

9 Church Street

Bloomfield, NY 14469