The Victor Farmington Library in Victor, NY is seeking a part time library clerk. In addition to a regular weekly schedule, the candidate should have the flexibility to work occasional substitute hours.

**Position Title:** Library Clerk  
**Employment Type:** Part-Time

**Job duties**
- Provides outstanding customer service at circulation desk
- Checks in, checks out, and renews materials
- Answers phone, responds appropriately, and directs calls
- Provides reference help
- Provides basic computer and tech support to patrons
- Sorts and shelves materials
- Attends appropriate meetings and trainings
- Other duties as assigned

**Minimum qualifications**
- High school diploma or equivalent
- Flexibility in schedule, including nights and weekends
- 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
- Adaptability
- Attention to detail
- Accuracy in basic math skills
- Motivated to learn and grow
- Open-minded and patient

**Preferred Qualifications**
- Previous experience working in a library.

**Physical Demands**
- Physical stamina to lift and bend.
Must be able to stand for long periods of time.
- Routinely lift library materials weighing up to 40 lbs.
- Push and steer a fully loaded book cart.

Hours
The position requires daytime shifts as well as working occasional substitute hours. The anticipated start date is August 12, 2019.

Mondays, 3:00pm – 7:00pm
Tuesdays, 3:00pm – 7:00pm
Saturdays, 9:00am – 4:00pm
Sub hours as needed

Wages and Benefits
$11.50/hour. This position includes prorated vacation, sick and holiday time after one year of employment.

Statement of Nondiscrimination
The library is an equal opportunity employer, which complies with state and federal fair employment laws and regulations. The library does not discriminate in recruitment, training, promotion, or other terms of employment on the basis of race, creed, color, sex, sexual orientation, gender identity, age, national origin, disability, veteran’s status, and military service.

To Apply
Please send a cover letter, resume, and three references by July 26, 2019 to Tim Niver at tniver@pls-net.org or Victor Farmington Library, 15 West Main St., Victor, NY 14564.