PART TIME CLERK

Major Duties
Charge and discharge materials.
Collect fines and fees.
Register borrowers.
Answer questions about patron accounts.
Provide basic reference and reader’s advisory to patrons.
Assist patrons with basic computer and technology questions.
Assist in daily operations of the library.

Qualifications
A genuine liking and desire to work with patrons of all ages.
Well-organized with the ability to perform accurate, detailed work.
Ability to interact pleasantly with the public and resolve conflicts with diplomacy.
Excellent customer service skills and ability to multi-task.
Ability to adjust to changing procedures and new technology.
Ability to work and communicate effectively and diplomatically with other staff.
Knowledge of Microsoft Word, e-mail and social media.
General ability for initiative and flexibility.
Neat appearance.
Physical ability for the demands of the job, including, but not limited to, standing, kneeling, reaching and shared lifting of totes weighing up to 50 pounds.

Hours
20 hours per week, will include some Saturdays and evenings.

Rate of Pay
$11.40/hour; some paid holidays and vacation.

Statement of Non-Discrimination
The Town of Parma is an equal opportunity employer and will not discriminate against any applicant on the basis of age, color, religion, marital status, national origin, political affiliation, handicapped status or sexual orientation. The Town compiles with all federal and state regulations dealing with employment practices.

Instructions to Applicants
Applicants should respond by submitting an application to the Parma Public Library, attention Leslie Boedicker, 7 West Avenue, NY 14468 by Tuesday July 9, 2019. Questions can be directed to leslie.boedicker@libraryweb.org.