



Warner Library

Serving the Villages of Tarrytown and Sleepy Hollow

121 North Broadway, Tarrytown, NY - 10591 (914) 631-7734

www.warnerlibrary.org

Title: Part-Time Library Clerk

Hours: 10 - 16 Hours per week

The part-time candidate must be friendly, have excellent communication skills, can work both independently and in a team environment, and have excellent phone etiquette. Proficiency with Evergreen is preferred. Spanish fluency is a plus!

Library Clerk Job Responsibilities May Include But Are Not Limited To:

Circulation Desk – General Work

Check in/out materials for patrons using Evergreen.

Answers and directs phone calls to the appropriate staff.

Processes fine payments and payments for lost items.

Maintain the hold shelf.

Contacts patrons regarding: missing items, holds, ILLs, etc.)

Assists other staff with opening/closing library procedures.

Acts as a welcoming reception for all patrons and visitors.

Handles initial investigation of issues with patron accounts, including disputed fines and account renewals.

Assist the Senior Clerk as assigned

Assist with copy cataloging, processing of new materials, magazines, and newspapers.

Assist with inventory management of processing materials.

Assist with library programming as asked.

Assist with general collection maintenance, as well as deletions of materials when assigned.

Notify the Senior Clerk of any issues or problems that present themselves.

Help to tidy areas of the circulation desk or reading rooms.

Work to maintain an appropriate library atmosphere in the building by notifying patrons of the Code of Conduct Policy as needed.

This position is part-time and requires weekday availability. Weekends and evening availability are a plus. Computer literacy is required. Any questions about the position can be submitted via email at director@warnerlibrary.org

The Village of Tarrytown is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, gender identification, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.

Compensation: Hourly pay ranges from \$17.00, depending on experience

To Apply: Submit a resume to the library director at director@warnerlibrary.org