

Substitute Circulation Clerk

The West Nyack Free Library is looking for an enthusiastic self-starter to join our Circulation Department as a long-term sub with the possibility of becoming permanent.

The ideal candidate will have excellent communication skills and the ability to foster effective working relationships.

Responsibilities include caring for library materials, answering the telephone, managing patron accounts, and providing customer service.

This position reports directly to the Head of Circulation.

HS diploma or equivalency and 2 years or 60 college credits preferred.

Computer skills including MS Office are preferred; knowledge of Symphony Workflows is desirable. Must be able to lift and move library materials

The hours are Mondays, 9am-3pm, Wednesdays, 4-9pm, Fridays 9-1pm and 4th Saturday of each month 9:30-5pm. Candidate must be flexible and available to work other shifts during regular library hours as needed, including some evenings and weekends.

Please email application, cover letter and resume to administrator@westnyacklibrary.org by Friday, May 27th. Employment applications can be found on our website: westnyacklibrary.org. Starting hourly wage will be \$14.50 an hour. Applications will be reviewed on a rolling basis.