

Moore Memorial Library

Part-Time Library Clerk

Mission:

Moore Memorial Library's mission is to provide quality service to the residents of Greene, New York and adjacent communities in an open and non-judgmental environment with free access to library materials in a variety of formats.

About Moore Memorial Library:

Moore Memorial Library was established in 1904 with the support of the Nathaniel and Rachael Moore family. The library opened with a collection of 7,500 books. Today, the library has 51,412 holdings. We currently offer materials in print, DVD, and electronic formats. Moore Memorial Library offers 11 public access computers and free Wi-Fi. We serve patrons of all ages and are chartered to serve a population of 5,296. Moore Memorial Library is also a member of the Four County Library System that serves 125,754 registered borrowers. Moore Memorial Library also has a unique relationship with the Greene Historical Society and houses and provides access to their collection of local history.

Job Description:

Salary: \$15.50 an hour (part-time); 10-15 hours a week + Saturday rotation

Moore Memorial Library is looking for a friendly, customer service-oriented person to join our team as a part-time library clerk.

The incumbent should be:

- Detail-oriented
- Computer savvy
- A team player
- Willing to learn
- Able to attend monthly staff meetings
- Able to work some nights and weekends. The ability to cover shifts as needed is a plus.
- Able to stand, bend, kneel, and lift/push library materials and equipment up to 35 pounds

Knowledge of Sirsi Dynix Symphony or previous library experience is preferred but not required.

Duties and Responsibilities:

- Checkout and discharge library materials
- Place and pull holds for library patrons
- Register patrons for library cards and/or update patron records
- Prepare and process incoming/outgoing Interlibrary Loans
- Process Four County Library System
- Search for missing/lost materials
- Collect library fines, book sale money, and printer/copier money
- Empty the libraries' book drops
- Shelve library materials, shelf read, and straighten shelves
- Answer patron inquiries in person, over the phone, or via email
- Stays abreast of library policies and procedures
- Provide reference for patrons
- Operate and assist with computers, fax machine, copier, and microfilm reader
- Gather and prepare library statistics
- Repair damaged library materials
- Participate in special projects, events, programs, or workshops
- Weed and/or shift library materials under the guidance of the Library Director
- Barcode new books and magazines
- Make computer lab or meeting room reservations
- Open or close library
- Plan and facilitate library programming
- Other duties as assigned

Additional information:

- To apply for this position please:
 - submit a cover letter, resume, and three references to gr.jobs@4cls.org
 - or pick-up a paper application at the circulation desk
- Visa sponsorship is not available for this position
- Moore Memorial Library is an equal opportunity employer

Contact Information:

Moore Memorial Library
59 Genesee Street
Greene, NY 13778
(607) 656-9349
Gr.jobs@4cls.org