

# Mastics-Moriches-Shirley Community Library

## NOTICE OF POSITION

The Community Library is seeking an enthusiastic candidate with a positive attitude and excellent communication skills to assist patrons at a very busy Adult Reference Desk.

Job Title: Part Time Library Clerk

Job Notice#: 171012P

Date Posted: 12/03/17

Closing Date: 12/10/17

Starting Date: 12/20/17

Dept: Reference & Adult Services

### Description of Duties:

- Applicant must be able up to 17.5 hours per week; including weekends and holidays.
- Register patrons for library programs and other services
- Answer and screen telephone requests at a very busy Reference Desk
- Reserve and interlibrary loan materials for patrons
- Perform a variety of clerical tasks to support reference desk and library operations
- Promote use of library services and databases

### Qualifications Required:

- Must be 18 years or older
- High school graduate
- Pleasant welcoming demeanor and strong customer service skills
- Knowledge of library services and practices
- Excellent phone and communication skills
- Basic knowledge of Windows OS/MS Word/MS Excel/MS Publisher
- Must be organized and highly detail oriented
- Preference given to William Floyd School District resident

Salary/Wage: \$13.13 per hour

Contact: Applications may be returned in person to the Library Business Office drop box during library hours; by fax 631-399-1518; or scanned and emailed as an attachment to businessoffice@communitylibrary.org

Please note that only candidates being considered will be contacted.

**The Mastics-Moriches-Shirley Community library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, in the employment or the provision of services.**

