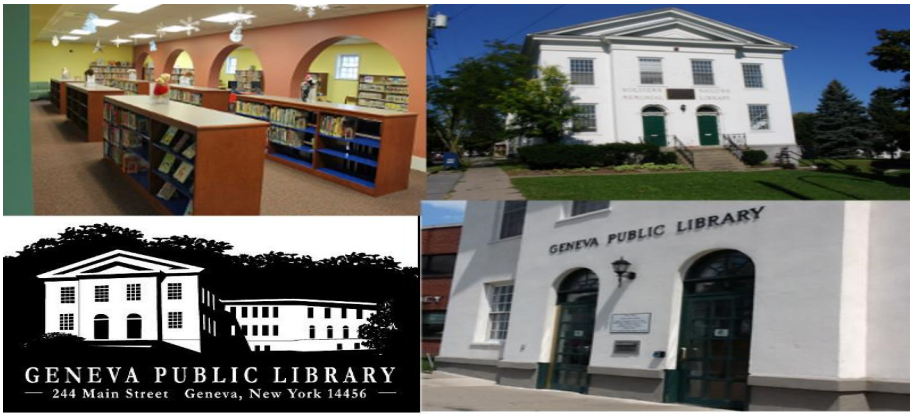
# WE'RE HIRING

## PART-TIME LIBRARY CLERK SUB




The Library has immediate opportunities for Part-Time Library Clerk Sub positions. This is an ongoing search and there is no deadline for submission of materials. However, priority for interviews for the current openings will be given to applications received by **October 2, 2020**.

### Essential Duties of the Position

•Checking out and checking in materials.
•Shelving, pulling holds, looking for missing items.
•Registering and renewing library cards.
•Placing holds for patrons, instructing patrons on how to use the online catalog and other library software.
•Processing fines & fees, charging for lost/damaged items.
•Upholding library policies.
•Developing or assisting on various projects as determined in yearly Professional Development Plans.
•Participating in group staff trainings.
•Providing basic assistance to patrons with public computers, downloadable library materials and other library technology.
•Following special COVID-19 guidelines and procedures.

### Scheduled Hours

• Clerk Subs do not work set schedules from week to week but instead fill the gaps that come up on our regular schedules.
• Our roster of Clerk Subs works a total of approximately 15-25 hours per week depending on the season.

### Desired Qualifications

• Prior experience working in a library or public service setting (*preferred but not required*).
• Scheduling flexibility.
• Ability to work in a team environment.

### Compensation and Benefits

•$11.80 per hour (*set to increase to $12.50 on 12/31/20*).
•Eligible to enroll in NYS Retirement System and NYS Deferred Compensation Plan (*both voluntary*).

### Applicant Instructions

•Those interested and meeting minimum requirements must complete an Ontario County Application for Examination or Employment.
•**Applications must be returned to the Library to the attention of the Library Director**.
•The Library will follow up with applicants if interested in scheduling an interview.