

Fairmount Community Library Circulation Clerk (Part-time)

Job Description: P/T Circulation Clerk – Fairmount Community Library, a member library of the Onondaga County Public Library System, seeks an innovative, energetic and professional individual for a part-time circulation clerk position. The job requires excellent people and computer skills, and a strong customer service background. The successful applicant may work up to 10-15 hours per week, including evenings and weekends, depending on the needs of the library. Additional hours may be necessary to meet the needs of the library during summer reading programming. Under the supervision of the Director the successful applicant will perform a variety of circulation tasks related to the operation of the library.

Knowledge, Skills, and Abilities:

- Excellent patron services skills and a commitment to serving the community.
- Must be able to communicate effectively, both written and verbal, in person and over the phone
- Ability to positively relate to and collaborate with community groups, library patrons, and other library staff members
- Ability to understand and interpret library policies and procedures
- Demonstrates a commitment to continuous learning
- History of regular and predictable attendance and punctuality
- Strong technology skills preferred
- Special projects available in marketing, social media, STEM learning, and assisting with early literacy programs
- May be required to stand or sit for long periods of time
- May be required to lift, pull, and carry items weighing up to 50 pounds
- Ability to work a flexible schedule including weekdays, evenings, and weekends
- Other tasks required by the position

Position Requirements:

- High School or Equivalency Diploma, Customer Service skills

To Apply: Send a cover letter, resume and professional references to Brenda Shea, Library Director at bshea@onlib.org.