

Part-time Library Clerk Position

The Minoa Free Library has an opening for a part-time library clerk. The Library Clerk provides a wide variety of basic public, technical and clerical services. This is a part-time position that would receive some employee benefits (vacation and sick leave) after a probationary period.

HOURS: Monday, 2-5, Wednesday, 5-8, Thursday 3-8, and alternating Saturdays from September through late June.

MAJOR RESPONSIBILITIES:

1. Perform circulation desk duties, including greeting patrons, check in/out library materials, registering new patrons, and shelving books.
2. Maintain library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays and performing light cleaning and/or organizing tasks.
3. Provide reader's advisory, reference and other patron assistance services.
4. Work proficiently with basic computer software.
5. Assist patrons with computer and copier use and troubleshoot basic computer and office equipment problems.
6. Maintain up-to-date knowledge of issues surrounding the use of e-materials.
7. Assist with opening and closing duties.
8. Maintain the holds shelf, including loading and unloading daily delivery bins.
9. Perform other related duties as required.

SKILLS AND STRENGTHS:

1. Friendly and approachable manner.
2. Excellent technology and customer service skills.
3. Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.
4. Ability to use software including Word and Excel.
5. Ability to establish a positive working relationship with library staff and the general public.
6. Ability to work independently and as part of a team.
7. Ability to use alphanumeric order.
8. Ability to maintain confidentiality and use appropriate judgment in handling information and records.

TO APPLY: Send a resume and cover letter to Laura Ravera, Library Director at lravera@minoalibrary.org

DEADLINE: August 5, 2026