



Job Title: Library Clerk, Fayetteville Free Library, Fayetteville, NY

Compensation: \$18.25/hour

This position is 10-12 hours a week, non-exempt

Overview

A library clerk works as part of the Circulation team concentrating on delivering library services to patrons of all ages. This includes providing direct patron service in an environment that includes high phone call volume and simultaneous in-person interactions, working with multiple facets of the integrated library software, processing daily material deliveries from the other libraries within Onondaga County, and assisting librarians with special projects, assignments, and programs. This position reports to the Circulation Supervisor and receives support from the Assistant Director and the Executive Director.

Schedule

This position is part time with varying hours based on schedule needs. Must have availability for day, evening (until 8pm), and weekend hours and be able to work on short notice. Regularly scheduled hours include Tuesdays from 2pm to 8pm, Thursdays from 9am to 12pm, and participation in the monthly weekend rotation. This position will also include temporary Monday closing shifts (5pm to 8pm) to cover a leave through the end of February.

Organization Profile

It is the mission of the Fayetteville Free Library (FFL) to support the evolving needs of our community. Staff members work energetically and collaboratively to contribute to the success of our programs, spaces, collections, and services across all areas of the library, in addition to focusing on their area of primary responsibility. We have a team-based environment made up of flexible and responsive professionals committed to our community.

Patron Services

- Provides excellent, compassionate direct patron service while staffing various library service desks, offering help to patrons both in person and over the phone. This includes but is not limited to:
 - Assists patrons locating library materials and services at our location and at other Onondaga County libraries
 - Checks out library materials and places hold requests
 - Registers patrons for library cards
 - Explains and enforces library policies and borrowing procedures
 - Checks in library materials from outdoor and indoor book returns and delivery
 - Instructs and assists patrons in the use of the library's technology, including copying, printing, scanning and faxing services



- Helps patrons access online information
- Helps patrons register for library programs and reserve meeting rooms
- Assists with readers' advisory questions as needed
- Communicates with patrons to clarify and resolve policy and customer service issues
- Assists in processing and copy cataloging newly purchased library materials
- Ensures that library collections are orderly and ready for patron browsing by supporting reshelfing efforts and organizing carts of materials

Administrative

- Supports the mission and vision of the library by working collaboratively and effectively communicating with all library staff
- Adheres to organizational policies and procedures; completes required reports in a timely fashion
- Serves on library committees and working groups as assigned
- Engages in ongoing training and professional development as assigned
- Performs special projects as assigned

Knowledge, Skills, and Abilities

- Excellent patron services skills and a commitment to serving our community
- Must be able to communicate effectively, both written and verbal
- 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
- 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

Qualifications

- Relevant Associates or Bachelor Degree coursework
- Previous library experience preferred
- Relevant customer service experience preferred

To apply: Email your cover letter, resume, and three references to Jenna Peyer, Circulation Supervisor & Reference Librarian, at jpeyer@fflib.org by **Tuesday, September 8, 2026.**