Village of Solvay Official Job Posting

Substitute Library Clerk

Solvay Public Library, 615 Woods Road, Solvay, NY 13209

Please post from November 9-28, 2026

Job Title: Substitute Library Clerk

Job Category: Part-Time

Pay Range: Hourly, starting at $16.48 per hour

Job Description: Substitute library clerks part time with varying hours based on schedule needs. Weekends and evenings may be required when needed. Additional time requirements include monthly staff meetings (1 hour), occasional training outside of work hours (1–2-hour sessions) and substituting for other clerks.

Minimum Qualifications: High School or Equivalency Diploma Library

Clerk responsibilities include:

- Working at the front desk and handling all patron transactions.
- Mastering Leap library circulation system and using it effectively to solve circulation problems and answer questions.
- Fielding basic- to intermediate-level reference questions.
- Effectively using Internet and electronic resources for library tasks and helping patrons.
- Answering the phone and handling inquiries by phone.
- Working well with patrons of all ages and walks of life.
- Working as a competent and friendly team member with other staff.
- Regularly checking library email to keep up-to-date with library news, updates, and issues.
- Completing special tasks (one time or ongoing) assigned by the Director (displays, book sale, crafts).
- Some physical ability – the job entails lifting or otherwise moving bins and bags of library materials up to 50 pounds, bending and reaching, and working on your feet.
- Continually build and improve skills necessary to answer patrons' questions, provide needed help, and work effectively in the current library setting. This can be done through workshops and training offered by the library and regional library organizations, as well as through independent study and continuing education.
- Organize and shelve library materials.

An employee working as a Substitute Clerk must have the following skills:

- Prior library experience is preferred.
- POLARIS circulation system experience is preferred.

- Communicate well in English, including the spoken and written word.
- Be calm and polite when patrons may be upset, angry or rude.
- Be proficient with computers and the internet.
- Be able to use and help others use various Web browsers, email services, word-processing programs, mouse, touchscreens, portable memory devices, printers, and scanners.
- Be able to navigate the Web-based library catalog to place holds, search for items, access patron accounts, and more.
- Have a practical knowledge of electronic books, downloadable audiobooks, tablets, smartphones, laptops, and a desire to continue learning new technology

Please contact Brian Rowlands, Solvay Library Manager, to apply.
Email: browlands@onlib.org
PHONE: (315) 468-2441