



Part-time Library Clerk

The Scarsdale Public Library has several opportunities for friendly, flexible and tech-savvy Library Clerks, for both regularly-scheduled shifts and “on-call” positions, up to 17 hours/week. Weekend work may be required.

The Scarsdale Public Library is a bustling and lively hub of a community that values education and supports its library. It is a leading public library in Westchester County, consistently at the top of annual statistical rankings for numbers of visitors, programs and circulation of its collections. It is a member of the Westchester Library System, a consortium of 38 member libraries. The Library recently completed a major physical transformation to create more welcoming, flexible spaces that will allow the staff to be more responsive to present and future community needs.

Responsibilities include:

- General duties related to the circulation of library materials using the Evergreen ILS
- Issuing and updating library cards
- Following policies and procedures and explaining them to patrons
- Processing holds
- Handling billing and payment of fines and fees
- Shelving and organizing materials
- Providing quality customer service

Education/Qualifications:

- Possession of a high school or equivalency diploma
- One year of general clerical experience

Knowledge/Skills/Abilities:

- Excellent customer service skills
- Strong computer skills, such as knowledge of Google Chrome and MS Windows
- Ability to multitask
- Attention to detail
- Tact and courtesy in dealing with staff and the public
- Physical condition commensurate with the demands of the position, including standing, bending and lifting

Compensation: \$20.00/hour

To apply, please submit a cover letter and resume to Lori Gagliano, Circulation Services Manager, lgagliano@wlsmail.org.