



Bristol Library  
6750 County Rd 32  
Canandaigua, NY 14424  
585-229-5862  
*M, W, Th: 3-7pm*  
*Tues & Sat: 10am-2pm*

### **Part-Time Library Clerk**

The Bristol Library is seeking to fill a part-time library clerk position for up to 12 hours per week. Must be available evenings and weekends. This position is under the supervision of the Library Director.

### **General Description:**

*Clerical and Customer Service work in a library setting involves support services and services to patrons. Work involves responsibility for circulation desk functions, using an automated circulation system, shelving materials, basic library statistics, light cleaning, and assisting the Library Director with projects as they arise. Flexible schedule requested, with ability to work days, evening, nights, and weekends.*

### **Examples of Duties:**

- Performs opening and closing checklists.
- Answers the phone and takes messages.
- Performs routine circulation functions.
- Registers new patrons and issues library cards according to library procedures.
- Inspects returned materials for damage.
- Ensures accurate shelving of Books, DVD's, Audio Books and other materials.
- Carries out interlibrary loan procedures for incoming and outgoing library materials.
- Collects and records fines/fees.
- Records Library Use Data.
- Processes new materials for circulation.
- Performs routine repairs on books and other materials.
- Assists with library program preparation and implementation, as directed.
- Provides information to public on circulation rules, policies, and procedures.
- Operates office machinery such as photocopiers, fax machines, and computers.
- Assists patrons with basic computing and with e-reader use.
- Maintains confidentiality of library users' records.
- Attends staff meetings and contributes to work-related discussions.
- Reads business emails on a regular basis.
- Light cleaning during quiet times (vacuuming, dusting, cleaning the sink and toilet).
- Performs related work as required.

### **Knowledge, Skills, and Abilities:**

- Strong customer service skills.

- Working knowledge of library methods and procedures.
- Be comfortable working on multiple projects with repeated interruptions.
- Competent knowledge of computers, printers, copiers, fax machines, and software such as Microsoft Office, Google, and Integrated Library Systems.
- Knowledge of the available materials and services at the library.
- Willingness to maintain and enhance skills in the above mentioned areas through active participation in appropriate library skills learning experiences.
- Strong verbal and written communication skills.
- Willingness to deliver an exceptional experience to all library patrons.
- Ability to understand and follow written and oral instructions.
- Comfortable with basic arithmetic problems (addition, subtraction, multiplication, division).
- Punctual and dependable.
- Attention to detail.

**Physical Demands:**

- Sitting, standing, walking, stooping, bending/twisting, reaching.
- Ability to reach above shoulder height and below the waist.
- Ability to safely: carry, push, pull or lift up to 35 pounds.
- Manual dexterity to manipulate library materials.
- Talking and hearing sufficient to use telephone.
- Ability to work regularly with computer screens.
- Ability to do repetitive tasks with speed and accuracy.

**Qualifications:**

- A high school or equivalent diploma.
- Library and/or customer services experience preferred.
- Must have means to get to the library to work.

This is a part-time position starting at minimum wage.

**To Apply:**

Interested applicants should submit an application (cover letter, resume, and 3 references) to the Library Director in person or email as an attachment to [BristolLibraryDirector@owwl.org](mailto:BristolLibraryDirector@owwl.org)

We will begin reviewing applications immediately. Job will remain open until position is filled.