



Job Title: Substitute Circulation Clerk

Summary: The Peekskill Field Library, is seeking a flexible, friendly and detail-oriented individual for the position of Part-Time Circulation Clerk. Under the direction of the Head of Adult Services and the Head of Children’s Services, the Circulation Clerk checks library materials in and out, renews materials, shelves materials, issues library cards, and accepts payments for fines and fees.

Essential Job Functions:

- Assists the general public with information regarding library materials and equipment.
- Checks in and out books, DVDs, and other library materials to library patrons using the automated library system.
- Shelves books, magazines, DVDs, and other library materials according to shelf order.
- Registers new library cardholders.
- Promotes the use of the library by the community; communicates effectively and professionally within the community.
- Assists with maintenance of circulation records and other related library records.
- Accepts payments for overdue fines, lost materials, and fees.
- Answers phones and directs calls.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Strong computer skills required.
- Ability to work well under pressure
- Excellent interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
- Knowledge and experience using an automated library system and databases preferred.
- Bilingual (English/Spanish) fluency strongly preferred.

Minimum Qualifications:

- High school diploma or equivalent required.

This is a part-time, non-exempt position. Approximately 15-20 hours per week. Starting salary: \$15/hr.

The Field Library is an Equal Employment Opportunity employer.

Please send a cover letter and resume to:

Rosa Villa
Human Resources Administrator
rvilla@wlsmail.org
914-737-0521