



Job Posting: Part-Time Circulation Assistant

The Floyd Memorial Library in Greenport, NY seeks a friendly, service-oriented individual to fill a part-time circulation assistant position at the library's front desk. The person in this position performs public services related to the circulation of library materials and should have some comfort with library and office technology. This position reports to the Head of Circulation as well as the Library Director.

Essential Functions:

- Checks library materials in and out for patrons and helps maintain hold shelf
- Assists patrons in the use of the library and answers general questions about programs, etc.
- Answers, routes, and makes telephone calls
- Accepts money for library-related fees
- Registers new library patrons and updates patron records when necessary
- Assists patrons with the basic use of the library catalog and internet resources
- Assists patrons with photocopier/scanner/fax questions
- Shelves books and performs shelf reading as needed
- May perform other duties as assigned.

Required Knowledge, Skills, and Abilities

- High school diploma or equivalent required
- Ability to communicate effectively and in a friendly manner with patrons and staff
- Prior public service experience preferred
- Spanish speaking a plus

Hours, Wages, and Benefits:

- \$16.00/hour – 15-20 hours per week
- Flexible schedule that will include nights and weekends

To apply:

Please register your interest by filling out the job application posted on the library website and returning it to floydmemoriallibrary@gmail.com.

You may also request a job application in person at the library or by emailing the Head of Circulation, Brian Mealy at brian@floydmemoriallibrary.org.