



WE'RE HIRING

at the Geneva Public Library!

PART-TIME SUBSTITUTE LIBRARY CLERK

The Library has immediate opportunities for Part-Time Substitute Library Clerk positions.

This is an ongoing search and there is no deadline for submission.

Essential Duties of the Position

- Checking out and checking in materials.
- Shelving, pulling holds, looking for missing items.
- Registering and renewing library cards.
- Placing holds for patrons, and instructing patrons on how to use the online catalog and other library software.
- Upholding library policies.
- Developing or assisting on various projects as determined in yearly Professional Development Plans.
- Participating in group staff trainings.
- Providing basic assistance to patrons with public computers, downloadable library materials, and other library technology.

Desired Qualifications

- Prior experience working in a library or public service setting (*preferred but not required*).
- Scheduling flexibility.
- Ability to work in a team environment.

Scheduled Hours

- Library Clerk Subs do not work set schedules from week to week but instead fill the gaps that come up on our regular schedules.

Compensation and Benefits

- \$14.20 per hour
- Eligible to enroll in NYS Retirement System and NYS Deferred Compensation Plan (*both voluntary*).

Applicant Instructions

- Those interested and meeting minimum requirements must apply through the Ontario County Online Employment Portal at <https://ontario-portal.mycivilservice.com/account/index>.
- The Library has public computers if applicants need help applying.
- The Library will follow up with applicants if interested in scheduling an interview.

LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under direct supervision of higher-level staff or Librarians. While supervision is not a function of this title, guidance and instruction may be provided to Library Pages or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Arranges or filing materials according to library filing rules;
Performs routine searches of and updates to computer programs;
Issues borrowers' cards according to library procedures;
Performs routine circulation, reserve, and overdue functions;
Oversees the sorting and shelving of library materials;
Makes and checks routine arithmetic computations;
Operates office equipment such as photocopiers, fax machine or computers;
Answers the telephone and takes messages;
Calls patrons to deliver messages or information on library materials;
Types cards, lists, labels, or short entries on forms.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment as applied to library clerical work; working knowledge of business arithmetic; working knowledge of library filing and shelving rules; ability to understand and follow oral and written instructions; ability to operate a personal computer and utilize common office software programs; ability to get along well with others; tact and courtesy in dealing with staff and public; physical abilities commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school, or higher, or possession of a high school equivalency diploma.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

REVISED: 9/29/98; 11/8/19; 12/18/19; 11/25/22

CIVIL SERVICE CLASSIFICATION: FULL-TIME – COMPETITIVE

PART-TIME (TOWNS) – NON-COMPETITIVE