



Job Opening: Board Clerk Schuylerville Public Library

About the Library

The Schuylerville Public Library is located in the village of Schuylerville and serves a population of 9,981 across seven towns and two villages. Schuylerville has an especially rich past being a battlefield in two wars, location of many revolutions, including fights for freedom, transportation, and industry along with an abundance of rich natural resources and a bounty of agriculture. In 2013, the Schuylerville Public Library was named a 3-star library by the Library Journal magazine. Each year, the Library hosts hundreds of programs and serves thousands of people. All of its programs and exhibitions are free and open to the public. Connect here for TLC! (Technology, Literacy, and Community).
<http://schuylervillelibrary.sals.edu/>

Library hours:

Monday, Wednesday & Friday 10am-8pm
Tuesday & Thursday 10am-5pm
Saturday 10am-2pm

Job Description: This part-time clerk will work closely with the Library Director and Board President to prepare for monthly board of trustees meetings. Duties may include: attending monthly board meetings, taking and/or posting meeting minutes, preparing meeting documents, posting meeting announcements, preparing press releases, preparing/responding to board correspondence, preparing vouchers, coordinating events for the board, and other duties as assigned. This position pays \$13.13 per hour. The schedule is to be determined, but will include at least one evening per month (board meetings are held on the 2nd Tuesday of the month at 7pm) and will include a total of up to 16 hours per month. This position is supervised by the Library Director. This is a civil service position; therefore appointments will be provisional pending a civil service exam.

Required Skills and Abilities: Familiarity with open meeting law and board practices; the ability to work independently to meet deadlines; clerical experience; excellent communication skills; flexibility. Preferred: knowledge of WordPress, and Microsoft Word and Outlook.

Minimum Qualifications: Graduation from High School and one year of clerical work.

To Apply

Send resume & cover letter to Caitlin Johnson, Library Director: cjohnson@sals.edu
Or Caitlin Johnson
Schuylerville Public Library
52 Ferry Street
Schuylerville, NY 12871

Applications due by August 31, 2016.