

## Job Opening: Temporary Library Clerk Schuylerville Public Library



### **About the Library**

The Schuylerville Public Library is located in the village of Schuylerville and serves a school district 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. 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 – Friday 10am-8pm

Saturday 10am-2pm

Sunday CLOSED

**Job Description:** This part-time position requires strong customer service skills, understanding and ability to work with people of all ages, the ability to juggle multiple demands, and a knowledge of and comfort with current technology. The clerk will assist in circulation, shelving, assisting patrons, and perform other duties as assigned. This position is supervised by the Library Director.

This position pays \$13.13 per hour. The schedule will be Mondays 4:30-8pm, Thursdays 4:30-8pm, and Saturdays 10am-2pm, totaling 11 hours per week. This is a temporary position, to fill a parental leave absence and it is expected that this position will last from mid-April to the end of June 2018.

**Minimum Qualifications:** High school diploma or equivalency required. Strong customer service skills, ability to multi-task, library experience a plus.

### **To Apply**

Send resume and cover letter to Caitlin Johnson, Library Director: [cjohnson@sals.edu](mailto:cjohnson@sals.edu)

Or Caitlin Johnson  
Schuylerville Public Library  
52 Ferry Street  
Schuylerville, NY 12871

**Applications due by March 16, 2018.**