

**Job Opening: Substitute Library Clerk
Schuylerville Public Library**



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 \$13.50 per hour. The schedule will need to be flexible and will be based on staff absences and vacations, as the need arises. Preference will be given to applicants who have availability in the evenings and weekends. This is a Civil Service position; therefore, appointments will be made based on Saratoga County requirements.

Minimum Qualifications: High school diploma or equivalency required.

Job Requirements: Strong customer service skills, ability to multi-task, dependability. Some library experience preferred.

About the Library

The Schuylerville Public Library is located in the village of Schuylerville and serves a school district population of 9,881 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. 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**

To Apply

Send resume and 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 May 1, 2021.