



# Manlius Library

## Children's Circulation Clerk (Part-time)

### Manlius, NY

#### **Job Description:**

P/T Circulation Clerk – Manlius Library, a member library of the Onondaga County Public Library System, seeks an innovative and energetic individual for a part-time circulation clerk position in the children's department. The job requires excellent people and computer skills, and a strong customer service orientation. The successful applicant may work up to 19 hours per week, including evenings and weekends, depending on the needs of the library. Additional hours may be necessary to meet the needs of the library during summer reading programming.

Under the supervision of the Operations Manager the successful applicant will perform a variety of circulation tasks related to the operation of the library.

#### **Position Duties:**

- Assists patrons directly at the children's circulation desk
- Assists patrons in registering and reporting summer reading
- Circulates, reserves, renews, distributes, and maintains all library materials
- Responds to telephone inquiries
- Performs other duties as assigned

#### **Desired Skills, Knowledge, and Abilities:**

- Excellent customer service and communication skills
- Familiarity with computers, email, internet, etc. and ability to troubleshoot basic technology issues
- Ability to learn quickly and perform work accurately
- Ability to understand and follow oral and written instructions
- Ability to work with diverse patrons
- Public library work experience and Polaris experience preferred

#### **Position Requirements:**

- High school diploma or GED equivalent
- While performing the duties of this job the employee is frequently required to reach, stand, walk, sit, talk, and hear. The employee is occasionally required to kneel, crouch and lift up to 20 pounds.
- Applicants must be fully vaccinated against COVID-19. If hired, all employees are required to follow and enforce mitigation efforts at the library.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**To Apply:** Send a letter of interest and resume, including professional references, to [mshort@manliuslibrary.org](mailto:mshort@manliuslibrary.org) by **May 20, 2022**.

Please include Children's Circulation Clerk in the subject field.