



# Manlius Library 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 (at both the main desk and children's). The job requires excellent people and computer skills, and a strong customer service orientation. The successful applicant may work up to 27 hours per week, including evenings and weekends, depending on the needs of the library. See "Position requirements" for the current schedule. 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 circulation desk
- Circulates, reserves, renews, distributes, shelves, and maintains all library materials
- Empties book drop and manages items on the requested items/holds list
- Registers patrons and collects fees for lost and damaged items
- 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.
- Successful completion of a background check.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
- Current schedule is Monday 12 pm to 8 pm, Tuesday 4 pm to 8 pm in the Children's Department, Wednesday and Thursday mornings 9 am to 1 pm, and every Saturday 9 am to 5 pm. A successful candidate must be available to work this schedule and must be able to work with people of all ages.

## Compensation and Benefits:

- Salary: \$15.50 / hour
- Benefits: Sick, personal, and vacation time. 401k plan and health insurance options.

**To Apply:** Send a resume, including professional references, to [mshort@manliuslibrary.org](mailto:mshort@manliuslibrary.org) by **October 24, 2025**.

**Review of resumes will begin immediately.** Please include Manlius Library Circulation Clerk in the subject field.