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**JOB POSTING
OFFICE OF HUMAN RESOURCES
July 14, 2022**

POSITION: Library Clerk

DEPARTMENT: Library

DIVISION: Academic Affairs

HOURS: Part-Time, 25 hours per week, Sundays- Noon to 5:00 pm & Monday- Thursday- 5pm-10pm

Essential Job Functions:

Monitors the library during either daytime or evening weekend hours with a fixed schedule. Provides support and performs duties related to providing library materials and services for the College community. Reports to the Library Director.

Essential Duties/Responsibilities:

- Follows predetermined procedures and policies in the library.
- Responsible for opening and/or closing the library, depending on the schedule.
- Supervises the appropriate library circulation desk(s) and enforces library rules.
- Helps maintain the library user database by correctly and accurately entering new users into Workflows.
- Retrieves materials from shelves and cases as needed, circulates materials (print and media) using the online system and manual methods.
- Communicates library policies and procedures to library users. Assists patrons with directional questions and responds to simple questions regarding the use of Library resources, such as locating items in the online public access catalog, using the Library website to locate information about services, etc.
- Answers computer questions. Refers difficult questions to other staff.
- Supervises and delegates work to work study staff.
- Shelves books, periodicals, media materials, and does shelf reading.
- Straightens the library before closing.
- Maintains library photocopiers and printers filling with paper as needed.
- Collects and records statistics.
- Performs other related duties as assigned.

Working Environment and Conditions:

Sufficient vision, hearing or other powers of observation and communication are essential to permit the employee to read, sort, and shelve library materials, communicate with patrons and co-workers, and maintain patron and information records. The employee must be able to move, shelve and retrieve library materials from high and low settings. Requires stooping, bending, stretching, pushing cartloads of books, supplies, etc. up to 40 lbs., and lifting up to 25 lbs. of books.

Perform assigned duties in a clean, ventilated, lighted and temperature-controlled office environment. Perform duties in a positive, professionally growth-based environment.

Equipment and Tools:

General office equipment.
Computer hardware and software.

Required:

- Some college course work.
- Library work experience.
- Microsoft Office: good reading, data entry and word processing skills; accuracy and attention to detail.
- Customer service demeanor, good listening skills and demonstrated patience when dealing with patrons.
- Must be dependable.
- Ability to supervise and manage library operations.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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