

JOB OPENING
Chief Library Clerk
Watkins Glen Public Library

LAST DATE TO APPLY: Until position is filled.

SALARY: \$11.00 - \$15.50

HOW TO APPLY: Submit Civil Service application to Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891.

VACANCY: At the present time, one less than full time (20-28 hours per week) position is available. **The person hired may need to take a Civil Service exam at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION: Provides routine nonprofessional guidance in the use of school or public library facilities to individuals, students, and groups of people in support of library services. The work is performed under the direct supervision of a Librarian. Supervision may be exercised over the work of volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Work at the charge desk, using the computerized online circulation system, checking books in and out to borrowers, renewing books, recording fines; empty and discharge book drop;
Process Southern Tier Library System rotating collections:
Route books for Inter Library Loan;
Issue new cards to borrowers;
Assist in preparing and setting up library displays and bulletin boards;
Phone borrowers to remind them of overdue books or to inform them of reserve books on hand;
Aide patrons in finding and using reference materials, including using the STARCat system;
Keep shelves and periodicals in proper order;
May supervise library in absence of librarian with assistance of volunteers;
Shelve returned books, DVD's, CD's, magazines and other reference materials;
Requisition library and audiovisual materials as needed;
Make minor repairs to library material and equipment;
Assist in annual inventory and weeding shelves;
May supervise and train volunteers or student aides;
Answering phones, using the fax machine and copier as needed;
Maintaining accurate records of incoming cash, visitors, and volunteer hours for RSVP;
Attend relevant Southern Tier Library System meetings and/or trainings;
May type correspondence, other reports and orders not requiring the services of a skilled typist.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or equivalent. Preference will be given to candidates possessing library clerical experience.

Applications are available at www.schuylercounty.us or the
Schuyler County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891
(607) 535-8190

Date Issued: April 26, 2018