

## **NOTICE**

Immediate opening exists in

### **The Community Library**

in the position of:

#### **Part-Time Library Clerk (NYHELPS)**

Pay starting at \$16.75 per hour, 10 hours available per week

Starting benefits include sick leave, paid time off and NY State Retirement

Schedule: Flexible during library hours Tuesday through Thursday 9:30-8:00pm, Friday and Saturday 9:30- 2:00. We are looking for someone with a adjustable schedule that can fill in and may not want a regular schedule each week.

**The Community Library** in Cobleskill, NY is committed to serving our patrons with resources, support and opportunities to be successful, happy and healthy. The Library is seeking an energetic, motivated and engaging individual to serve as Library Circulation Clerk. Library staff strive to create a welcoming space for all to collaborate, discover and grow.

The Community Library is chartered to serve the Cobleskill-Richmondville School District, a population of over 13,000. Located in the heart of the historic Village of Cobleskill, The Community Library serves a rural/suburban college community located about 30 miles southwest of Schenectady, New York in beautiful Schoharie County. The Library is in the process of renovating the back half of the building into thoughtfully designed Library spaces.

This position includes routine library clerical duties necessary for the proper organization and distribution of library materials and other library work as required. The Clerk will work with library patrons of all ages to issue cards, access accounts to deliver or reserve materials, and collect payments. They will arrange or file materials according to library shelving rules. They possess knowledge of operating copiers, printers, fax machines and computers. The Clerk calls patrons with account information and takes messages and responds to messages in a timely fashion. The Clerk demonstrates outstanding customer service at Library service desks, a willingness to work within a team environment, and may provide supervision to Pages and Volunteers. Their work is performed under direct supervision of higher level employees or the Library Director.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma AND six (6) months of general clerical experience and customer service experience with use of a computer.

**NOTE:** Part-time and volunteer experience will be pro-rated based upon hours worked per week.

**NOTE:** This will be a *permanent* appointment. The NY HELPS Program temporarily removes the civil service exam requirement for appointments made to this title. Employees hired under the NY HELPS Program will be appointed on a permanent basis.

**Application:** Candidates interested in being considered for this position **MUST** submit a Civil Service Employment Application and Resume to:

Kim Zimmer, Library Director

The Community Library

110 Union St, Cobleskill, NY 12043

Or

cob-director@mvls.info

Applications may be obtained online at:

[www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)

[https://www4.schohariecounty-ny.gov/PdfFiles/Personnel/Applicat\\_679.pdf](https://www4.schohariecounty-ny.gov/PdfFiles/Personnel/Applicat_679.pdf)

**Deadline for submitting applications: Tuesday, April 8 at 5:00pm:**