POSITION OPEN: Part-Time Library Clerk – Weed Memorial & Hollander Branch and Harry Bennett Branch

DATE AVAILABLE: Immediately

HOURLY RATE: $17.87 - $21.46  CLASSIFICATION RANGE: 1

The Ferguson Library seeks a motivated individual to join a team of library professionals at the Weed Memorial and Hollander Branch located at 1143 Hope Street in Stamford and the Harry Bennett Branch located at 115 Vine Road. The ideal candidate will have customer service experience, a passion for working with the public, and the ability to work in a fast-paced, team-oriented environment.

DUTIES INCLUDE:

1. Performing established circulation and registration procedures, using the automated circulation system.
2. Assisting with the book and media shelving operation.
3. Performing opening and closing procedures.
4. Performing assigned off-desk tasks.
5. Substituting on the off-desk tasks of other branch staff members.
6. Other duties as assigned by the Branch Supervisor.
7. Possible candidate as a back-up driver for the Bookmobile.

QUALIFICATIONS:

1. Willingness to learn the skills required to work with the automated circulation system.
2. PC computer literate and meticulous in attention to detail.
3. Tact and skill in working with the public.
4. Reliably available for evening and weekend work, as required.
5. Valid driver's license.
6. High school diploma required; some college desirable.

If interested in being considered for this position, please submit a resume and covering letter by email to Chris Vincent, cvincent@fergusonlibrary.org, by