

Library Clerk II, (Full-time, *Provisional)

The Nanuet Public Library seeks a person with strong organizational skills to become Library Clerk II. Under the direction of the Head of Access and Support Services, this position performs lead work, including oversight of Part-time staff and workflow for the Circulation Department. The Library Clerk II fosters and maintains the departmental goal of providing excellent customer service to all library patrons, in person, over the phone, and via online communications.

Duties include but are not limited to:

Assist the Head of Access and Support Services with interviewing and hiring Part-time and Substitute Circulation staff as needed.

Overseeing the training and daily work of Circulation staff.

Assist the Head of Access and Support Services with managing the Circulation schedule to ensure department has proper coverage at all times.

Handles patron issues related to their Library accounts.

Perform (and oversee others' performance of) all Circulation operations and services, such as charging and discharging material, readers advisory, fines, reserves, maintaining patron records and overseeing Circulation supplies.

Process materials, update budget spreadsheet, enter materials orders into catalog. Handle McNaughton materials.

Handle Onshelf materials report, Overdue notices (paper & email), monthly Circulation report.

Manage online library card applications.

Oversee processing of daily deliveries from RCLS and vendors.

Manage Bestseller Club List.

Other duties as assigned.

Schedule:

This is a full-time position that requires at least one evening per week and one Saturday per month.

Requirements:

Proficiency with MS Office products, e-mail, and ILS products such as SymphonyWeb or Koha.

Strong management skills.

Ability to serve a diverse population in a professional manner.

Bilingual a plus.

NOTE: There is a Rockland County, NY residency requirement for this position.

Qualifications:

Graduation from high school or possession of an equivalency diploma and 4 years clerical experience, one year of which must have been library clerical work and 1 year of which must have involved supervisory duties.

*NOTE: The candidate selected for this position will be hired on a Provisional basis until the next Rockland County Civil Service exam for the job title "Library Clerk II" is held. Once an exam is announced, the candidate must take the exam and be reachable on the resulting Certification of Eligibles list for Permanent appointment.

Salary and Benefits include:

Base salary for this position is: \$46,187.74, negotiable based on experience.

35 hours per week

New York State Health Insurance (NYSHIP)

Time off including vacation, personal, sick, and holiday time

New York State Retirement System eligibility

How to apply:

Submit a résumé and meaningful cover letter to:

Jessica Bowen Ossa, Library Director: jbowen@rcls.org.

Allow up to 1 business day for a reply. If you do not receive an e-mail acknowledging your application within 1 business day, please call to make sure your submission was received. 845-623-4281 Ext. 116

Deadline Extended:

Submit by 5pm on Friday, February 9, 2024.