



## **JOB NOTICE**

### **Part-time Patron Services/Circulation Clerk**

The Bedford Hills Free Library, an association library serving the Town of Bedford and the hamlet of Bedford Hills, has an opening for an energetic, smart, and experienced professional with strong customer service skills to join our Patron Services/Circulation team. We are currently seeking experienced clerks to substitute for regular clerks and to help cover Saturday shifts. This is a part-time, non-exempt position; with the potential to work additional hours in the fall.

Primary responsibilities include providing circulation services and information to patrons, as well as administrative, technical, or program support to librarians. Knowledge of library methods, classification, and circulation systems is required and experience within the Westchester Library System is a plus; enthusiasm for reading and literacy; excellent customer service; strong technical and communication skills; B.A. or liberal arts background preferred, but not required. Bilingual English/Spanish is highly desired.

Pay range: \$19 – 23/hour.

To apply, please send a cover letter and resume to Mary Esbjornson, Executive Director, [mary@bedfordhillslibrary.org](mailto:mary@bedfordhillslibrary.org), or via mail: Bedford Hills Free Library, 26 Main Street, Bedford Hills, NY 10507. To learn more about the Library, see our website: [bedfordhillsfreelibrary.org](http://bedfordhillsfreelibrary.org).

Founded in 1915, the Bedford Hills Free Library is accredited by the New York State Board of Regents and is a member of the Westchester Library System (WLS). The Bedford Hills Free Library is an equal-opportunity employer. We are committed to prohibiting discrimination on the basis of race, color, religion, creed, national origin, gender, age, or sexual orientation, or any other characteristic protected by law. The position is open until filled.

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