

Wanted: Library Circulation Clerks (PT Evening/Saturday)

The Irvington Public Library, Guiteau Foundation seeks friendly, customer-oriented people to work at our Circulation Desk on Tuesday/Thursday evenings or Saturdays.

Work involves helping the public, checking library materials in and out, and some processing and shelving of materials. Computer knowledge and customer service experience is preferred, including familiarity with Evergreen ILS. Candidates must have initiative, resourcefulness, good judgment, orderliness and accuracy and demonstrate courtesy and flexibility when dealing with the public.

Salary: \$19.81/hr.

Please send a cover letter and resume BEFORE July 26, 2023 to: rgatzek@irvingtonny.gov

No phone calls, please.

The Irvington Public Library, Guiteau Foundation is and Equal Opportunity Employer.