Job Title:   Substitute Circulation Clerk

Summary:  The Field Library, the public library for the City of Peekskill and Town of Cortland, New York, and a member of the Westchester Library System, is seeking a flexible, friendly, and detail-oriented individual for the position of Substitute Circulation Clerk. Under the direction of the Head of Circulation, the Circulation Clerk provides circulation and information services to children and adults.

Essential Job Functions:
• Checks in and out books, magazines, DVDs, and other library materials to library patrons using an automated library system.
• Provides professional and friendly customer service at the circulation desk.
• Answers phones and directs calls.
• Accepts payments for overdue fines, lost materials, and fees such as printing and faxing.
• Registers new library cardholders and updates patron account information.
• Other duties as assigned.

Knowledge, Skills, and Abilities:
• Strong computer skills required.
• Ability to work well under pressure
• Excellent interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.

Minimum Qualifications:
• A high school diploma or equivalent is required.
• Knowledge and experience using an automated library system and databases.
• Bilingual (English/Spanish) preferred.

The Field Library is an Equal Employment Opportunity employer.

The pay rate is $16.00/hr—Monday – Saturday and $24.00/hr on Sundays.

Please send a cover letter and resume to:

Rosa Villa
Human Resources Administrator
rvilla@thefieldlibrary.org
914-737-0521