



## **LIBRARY CLERK**

Dansville Public Library is seeking an organized and detail-oriented person to serve the public at the circulation desk and process new additions to the library collection. The work of a Library Clerk involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. Prospective candidates should enjoy a team-oriented work environment, as well as interacting with the public to deliver high quality customer service with tact, courtesy, and professionalism to all users of the library.

Dansville Public Library is located in the heart of the village of Dansville, New York. Originally chartered in 1893, the Library serves all residents of the Dansville Central School District. It is one of 42 member libraries in the OWWL Library System, which covers Ontario, Wayne, Wyoming, and Livingston Counties.

The Dansville Public Library, as a school district public library, is part of Livingston County Civil Service. The Library Clerk position is a competitive civil service position. A successful candidate must take the Livingston County Civil Service Library Clerk examination and be named to the eligible candidates list.

No prior knowledge of library procedures is required; on the job training is provided. Work is performed under the direct supervision of higher-level clerks or the Library Director. This position may supervise pages and volunteers. Successful candidates must be able to follow established practices and procedures, as well as be able to exercise independent judgment in applying them to specific cases.

### **Position Description**

This is a full-time (37.5 hours per week) position, with some evenings and Saturday hours.

### **Typical Duties & Responsibilities**

- Greets patrons, responds to questions, and provides routine reference, readers advisory, and directional assistance
- Performs routine circulation duties, including checking in, checking out, reserving requested materials, renewing library materials, shelving materials, and contacting patrons
- Instructs patrons in the use of library technology, how to access e-resources, and use of library equipment
- Opens or closes the library using established procedures
- Issues library cards and maintains up-to-date patron information in the library system
- Collects and processes fines and copier/printing fees
- Performs collection development, including the selection and weeding of library materials
- Enters new materials into the library cataloging
- Carries out the physical processing of new materials and minor mending of damaged items
- Answers telephone inquiries and reference calls
- Assists with library programming and display arrangements as needed
- Tracks and records library statistics
- Attends job related training, seminars and meetings
- Performs other related duties as necessary



# Dansville Public Library

200 Main Street Dansville, NY 14437  
585-335-6720 | Fax: 585-335-6133  
dansvillelibrary.org

*Where knowledge grows*

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## **Requirements**

- Enthusiastic, compassionate, creative, and eager to work as part of a team
- Tact and courtesy in dealing with staff and the public
- Ability to communicate effectively, to understand and follow oral and written instructions
- Working knowledge of and comfort in using computers, smart phones, and other devices
- Demonstrates good judgment, adaptability, orderliness, and reliability
- High level of attention to detail and alphanumeric accuracy
- Working knowledge of office terminology, procedures and equipment as applied to library clerical work
- Physical condition commensurate with the demands of the position, including but not limited to ability to lift and carry heavy items weighing at least 25 pounds, ability to climb stairs and ladders, and stand for long periods of time

## **Minimum Civil Service Qualifications**

Graduation from high school or possession of a high school equivalency diploma.

## **Compensation and Benefits**

Starting pay range in \$15-\$16, commensurate with experience.

Benefits include paid holiday, sick, and vacation leaves, health insurance, and NYS Retirement.

## **To apply**

Send resume, cover letter, and three professional references to the attention of Margo Prak, Library Director: [dansvillelibrarydirector@owwl.org](mailto:dansvillelibrarydirector@owwl.org) or deliver to: 200 Main St. Dansville, NY 14437.

Preference will be given to applications received by August 26, 2022.