



LIBRARY CLERK

Dansville Public Library is seeking an organized and detail-oriented person to serve the public at the circulation desk and assist with collection development and processing library acquisitions. 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.

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.

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. The successful candidate must take the next Library Clerk examination offered by Livingston County Civil Service and be named to the eligible candidates list.

Typical Work Activities

- Greets patrons, responds to questions, and provides routine reference, readers advisory, and directional assistance in person, over the phone, and via email
- Performs routine clerical work, including circulation duties necessary to properly maintain patron and collection records
- Instructs patrons in the use of library technology, including e-resources and library equipment
- Opens or closes the library using established procedures
- Collects and processes fees and copier/printing charges
- Performs collection development, including the selection and weeding of library materials
- Performs copy cataloging and processing of library acquisitions, based on accepted library standards.
- Assists with library programming and display arrangements as needed
- Tracks and records library statistics
- Promote library services, programs, and events to the community through in-person outreach, the Library's website, and social media
- Participate in workshops, library meetings, and continuing education opportunities
- Perform other duties as required

Desired Qualifications

- Excellent customer service skills and a genuine desire to work with individuals of all ages and backgrounds



Dansville Public Library

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dansvillelibrary.org

Where knowledge grows

- A self-motivated, outgoing personality, with the confidence and aptitude to communicate with tact and courtesy when working with community stakeholders, library staff, and patrons
- Good judgment, flexibility, and reliability, with a high level of attention to detail
- An ability to successfully work independently and as part of a cohesive team
- Strong technology skills and a high comfort level using and instructing others in the use of digital devices and applications relevant to library services; experience with the Libby app, Google Workspace applications, and/or Evergreen ILS is a plus
- An ability to communicate effectively, to understand and follow oral and written instructions
- Physical condition commensurate with the demands of the position, including but not limited to, lifting and carrying heavy items weighing at least 25 pounds, climbing stairs and ladders, standing for long periods of time, reaching overhead or below, and crouching/stooping/kneeling

Civil Service Minimum Qualifications

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

Hours and Benefits

This is a 37.5 hour per week, full-time position and includes some evenings and weekends, depending on staffing needs. At least one Saturday per month is required.

Starting salary range is \$17.50-\$19.50 per hour, commensurate with experience. This position includes participation in the New York State Employee Retirement System, paid holidays, plus vacation, sick, and personal leaves. Additionally, full-time employees are eligible for single-plan health insurance coverage, with 50% of the premium covered by the library.

To Apply

Email resume, cover letter, and three professional references to the attention of Margo Prak, Library Director: dansvillelibrarydirector@owwl.org.

Preference will be given to applications received by December 9, 2024.