



PART-TIME CLERK

Dansville Public Library is seeking an organized, detail-oriented Part-Time Clerk to provide excellent customer service at the circulation desk and assist with the day-to-day operations of the library. This position performs a variety of clerical and customer service duties that contribute to an efficient, welcoming library environment.

The ideal candidate enjoys working with the public, is comfortable managing multiple priorities, and demonstrates professionalism, accuracy, and discretion when handling confidential information. Work is performed under the supervision of the Library Director. Clerks may provide guidance to pages and volunteers.

Essential Duties & Responsibilities

- Provide friendly, professional customer service at the circulation desk and respond to patron inquiries in person, by phone, and by email.
- Perform circulation functions, including checking materials in and out, collecting fees, maintaining patron records, shelving books, and shelf reading.
- Assist patrons with library technology, including computers, printers, digital resources, and basic troubleshooting.
- Support the preparation of routine reports and other office tasks as needed.
- Open and close the library following established procedures.
- Assist with library programs, displays, special projects and other operational needs.
- Participate in staff meetings, trainings, and continuing education opportunities.
- Perform other related duties as necessary

Desired Knowledge, Skills, and Abilities

- Excellent customer service, communication, organizational, and interpersonal skills.
- Strong attention to detail with the ability to prioritize work, solve problems, and meet deadlines.
- Ability to work independently while contributing to a collaborative team environment.
- General office experience; prior library experience is preferred.
- Proficiency with computers and office software; experience with Google Workspace and the Libby app is preferred.
- Ability to maintain confidentiality and exercise sound judgment.
- Strong verbal and written communication skills, and ability to understand and follow oral and written instructions.
- Physical condition commensurate with the demands of the position.

Minimum Qualification

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



Dansville Public Library

200 Main Street Dansville, NY 14437

585-335-6720 | Fax: 585-335-6133

dansvillelibrary.org

Where knowledge grows

Hours and Benefits

- \$18.00 - \$19.00 per hour, commensurate with experience
- Approximately 15-17 hours per week
- Day and evening hours, including participation in the Saturday rotation
- Paid holidays
- Sick leave accrual begins upon hire
- Paid vacation after one year
- Eligible for the NY State and Local Retirement System (NYSLRS) and NY State Deferred Compensation Program
- Employee Assistance Program (EAP) benefits

To Apply

Send completed applications to Margo Prak, Library Director: dansvillelibrarydirector@owwl.org or deliver to: 200 Main St. Dansville, NY 14437.

Priority consideration will be given to applications received by July 22, 2026.