

# JOB OPENING

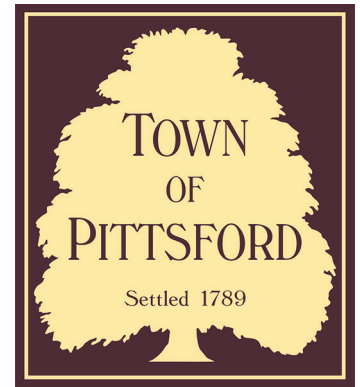
## Pittsford Community Library

### Position: **Library Aide**

(Part-Time)

Posted: November 30, 2023

Deadline: December 28, 2023



The Town of Pittsford has an opening for the position listed above.

The Pittsford Community Library is seeking applications for the position of Part-Time Library Aide.

#### Core Staff Qualities

- Service oriented and motivated to provide warm, welcoming, knowledgeable customer service
- Helpful, compassionate, and fun when engaging with coworkers and the community
- Energetic, curious, and self-motivated to learn
- Organized, detail-oriented, and reliable
- Flexible, positive, and resourceful in a changing environment

#### Major Duties

- Provide customer service at the circulation desk, including checking out materials, registering new patrons, issuing and updating library cards, and collecting fines and fees
- Process returns and holds
- Operate computers, cash registers, and credit card terminals
- Address questions about library accounts and circulation policies, both in person and by phone
- Other duties as assigned

#### Qualifications

- Ability to stand for shifts of 4 to 5 hours
- Ability to maintain composure under pressure in busy, public setting
- Ability to understand oral and written instruction, and communicate clearly and constructively
- Ability to stand, walk, crouch, twist, push/pull up to 60 pounds, and lift up to 40 pounds
- Proficiency with computers, Microsoft 365, cash registers, and other technology
- Available weekdays, evenings, and weekends
- High school diploma or equivalent

Supervisory Authority: Circulation Supervisor and Assistant Director.

#### Hours/Wages

The person in this position will be regularly scheduled up to 17 hours per week. Scheduled hours may include weekdays, evenings, and rotating weekends. Availability to cover additional shifts as needed is preferred. The hourly rate is \$15.98.

#### Statement of Nondiscrimination

Pittsford Community Library grants equal employment opportunities to all qualified persons, without

regard to an individual's age, race, color, religion, gender or gender identity, national origin, political affiliation, disability, genetics, marital status, sexual orientation, veteran's status, and military service. The library complies with all state and federal fair employment laws and regulations.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford  
11 South Main Street  
Pittsford, NY 14534  
Attn: Personnel Department

Email to: [cfleming@townofpittsford.org](mailto:cfleming@townofpittsford.org)  
Fax to: (585) 248-6247  
For an employment application, click [HERE](#)