

# JOB OPENING

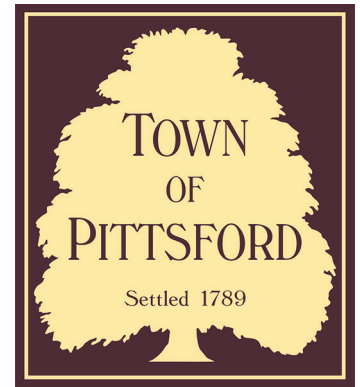
## Pittsford Community Library

### Position: **Library Clerk**

(Part-Time)

Posted: May 12, 2025

Deadline: May 30, 2025



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

The Pittsford Community Library seeks an energetic, positive, service-oriented professional to fill the role of Part-time Library Clerk.

### **Core Staff Qualities**

- Motivated to provide warm, welcoming, knowledgeable customer service to all patrons
- Helpful, compassionate, and fun when engaging with coworkers and the community
- Curious and self-motivated to learn
- Organized, detail-oriented, and reliable
- Flexible and resourceful in a changing environment
- Knowledgeable of technology and digital services

### **Major Duties**

- Provide customer service at the Welcome and Children's desks
- Assist with data entry for programming, marketing, and room management
- Maintain and distribute marketing materials in digital and print formats
- Maintain hallway bulletin boards and reader's advisory displays
- Other duties as assigned

### **Qualifications**

- Proficiency with technology, computers, Microsoft Suite, and Outlook 365
- Ability to maintain composure under pressure while multitasking
- Ability to understand oral and written instruction, and communicate clearly and constructively
- Can stand, walk, crouch, twist, push/pull up to 60 pounds, and can lift up to 45 pounds
- Available weekdays, evenings, and weekends
- High school diploma or equivalent

**Supervisory Authority: Report to Assistant Director.**

### **Hours/Wages**

The person in this position will work 20 hours per week. Candidates must be available Monday through Friday, both days and evenings, as well as weekends in rotation. The hourly rate is \$19.31.

### **Statement of Nondiscrimination**

The Town of Pittsford provides equal employment opportunities for all employees and applicants for employment. The Town does not discriminate against, or grant preferences to, any person on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, pregnancy, sexual

orientation, disability, or any other characteristic protected by federal, state or local law. The Town applies the same policy to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations, and rehires.

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](#)