



143 Genesee Street ♦ Avon, NY 14414 ♦ Phone: 585-226-8461 ♦ Fax: 585-226-6615

We are hiring a Substitute Clerk for occasional evenings and Saturdays (weekday availability is a plus) on a per diem basis. There is the potential to become a Part-Time Clerk with the included benefits. See job details below:

QUALIFICATIONS

Welcoming demeanor, customer-service focus, and ability to work in an efficient manner. Proficiency in computer skills and the ability to alphabetize is required.

GENERAL STATEMENT OF RESPONSIBILITIES

Under the general supervision of the Director or Senior Clerk, the Library Clerk works at the service desks as assigned and is responsible for assisting all patrons.

PERFORMANCE RESPONSIBILITIES

- 1) Provide assistance to patrons with general reference requests.
- 2) Perform circulation and registration duties according to library procedures.
- 3) Assist patrons in use of computers and other technology.
- 4) Assist in material selections.
- 5) Assist with the maintenance of library collections.
- 6) Recommend necessary library services and programs.
- 7) Assist in maintaining a welcoming atmosphere and an efficient and organized environment for library users.
- 8) Attends and obtains ongoing education.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- 1) Ability to comprehend patron needs quickly and accurately, and to act on their requests using good judgment and tact.
- 2) Ability to work with a wide variety of people and personalities.
- 3) Ability to work with confidential information and protect patron privacy.
- 4) Computer knowledge with internet experience.
- 5) Flexibility in handling a variety of duties and in accepting new ideas.
- 6) Willingness to work a flexible schedule, including evenings and Saturdays.
- 7) Willingness to travel to meetings when necessary.

TERMS OF EMPLOYMENT:

Salary is set by the Board of Trustees and is currently \$13.20. As a substitute, hours are not set and guaranteed, but will be scheduled "as needed." The employee in this title reports directly to the Library Director.

Submit the following application and requested documents to Rebecca Budinger-Mulhearn at avonlibrarydirector@owwl.org by Monday, November 7th, 2022.



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Application for Employment

Date: _____

Name: _____

Last

First

Middle Initial

Current Address: _____

Street

City

State/Zip Code

Phone No. & Email _____

Position Desired: _____

Date you can start: _____

Are you currently employed? _____

AVAILABILITY:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Preferred number of hours per week _____

On Call? (y/n) _____ Flexible? (y/n) _____

PROFESSIONAL REFERENCES:

1. Name: _____
Organization: _____
Email: _____
Telephone: _____

2. Name: _____
Organization: _____
Email: _____
Telephone: _____

3. Name: _____
Organization: _____
Email: _____
Telephone: _____

The Avon Free Library is an Equal-Opportunity Employer and does not discriminate on the basis of race, color, religion, sex (including gender-identity, sexual orientation, or pregnancy), national origin, age, or genetic information.

All statements given in this application and attached resume are true. I understand that misrepresentation is cause for dismissal.

Signature _____

PLEASE ATTACH A RESUME LISTING

- EDUCATION
- JOB HISTORY
- THREE REFERENCES WITH PHONE NUMBERS.

Thank you for your interest in working at the library.