The Fairport Public Library is seeking applicants for the position of Temporary Senior Library Clerk. This is a full-time, temporary position.

**Responsibilities and Duties:**

**Technical Services:**
1. Links AV materials to CARLX database and contacts Database Editing when there is no record in CARLX. Processes AV materials as needed.
2. Responsible for solving problems with audio-visual materials.
3. Mends and repairs AV when needed.
4. Deletes discarded audio-visual materials from the database.
5. Monitors the status of problem AV items.
6. Substitutes for other clerical staff as needed.
7. Be available to work Saturday/Sunday in rotation with the clerical staff as well as Monday evenings.
8. Circulation Desk duties:
   a. Manages patron questions and problems following proper library procedures.
   b. Supervises Pages while on desk duty.
   c. Manages workflow of desk area.
   d. General circulation functions: charges, fines, cards, etc.

**Required Skills:**
1. Strong computer skills relating to circulation functions: opening, closing & navigating between windows; basic typing; printer functions.
2. Accuracy and attention to detail.
3. Customer Service Skills:
   a. Ability to handle stress of a busy circulation desk.
   b. Ability to work well with the public.
   c. Ability to work well with other staff.

**Personal Qualities & Abilities:**
1. Dependability and flexibility in scheduling
2. Cooperation
3. Judgment
4. Initiative
5. Adaptability

**Physical Requirements:**
1. Ability to stand at the circulation desk for 1-3 hours at a time, 7 hours on a Saturday.
2. Ability to manipulate a computer mouse.
3. Ability to communicate, in person and on the telephone.
4. Ability to lift and carry (with assistance) fully loaded totes of library materials weighing up to 50 pounds.
5. Ability to reach and retrieve materials from a height of 4 inches to 6 feet.
6. Ability to push, pull and maneuver fully loaded book trucks (weighing up to 200lbs.)
7. Ability to move arms, hands, and fingers to manipulate all library materials.

Education and Experience:
Minimum Qualifications

1. Graduation from high school or possession of a high school equivalent diploma, plus EITHER:
   (A) One (1) year of paid full time or its part time/volunteer equivalent library clerical experience; OR,
   (B) Completion of two (2) years (60 semester credit hours) of college; OR,
   (C) Four (4) years of paid full time or its part time/volunteer equivalent general clerical experience; OR,
   (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Salary Range:
Starting salary is commensurate with experience and qualifications. The current salary range is $20.47/hour - $25.22/hour.

Benefits:
NYS Retirement, FICA, 403b Plan (employee funded)

Applications: If interested in applying, please send a letter of intent and a resume by June 5th, 2024 to Aubrey Huber, Clerical Supervisor at Fairport Public Library, 1 Fairport Village Landing, Fairport, New York 14450, emails accepted at aubery.huber@fairportlibrary.org

Statement of Non-Discrimination
Our library recruits and selects individuals for employment on the basis of merit, qualification and competency without regard to all legally recognized bases including, but not limited to race, color, gender, age, disability, religion, citizenship, national origin, sexual orientation or veteran status. In addition to the aforementioned bases, marital status, arrest records, genetic predisposition or carrier status, political activities and certain legal activities conducted outside of work hours are protected bases in New York State. All job offers are contingent upon the library performing a criminal background check and the applicant providing proof of legal authorization to work at the library.