

BRIGHTON MEMORIAL LIBRARY

2300 Elmwood Ave
Rochester, New York 14618
Tel. 585-784-5300
www.brightonlibrary.org

TO: All Interested Parties
FROM: Deena Viviani, Circulation Services Manager
DATE: March 11, 2025
RE: **Part-Time Library Clerk/Page Supervisor**

Brighton Memorial Library has an opening for a Part-Time (PT) Library Clerk/Page Supervisor in Circulation Services. This is a supervisory position. Applications will be accepted through March 21, 2025.

Eligibility

The PT Library Clerk/Page Supervisor position is a non-competitive title. It requires a high school diploma or a GED.

Major Duties

1. Reports directly to the Circulation Services Manager and works in conjunction with the Daytime Circulation Supervisor
2. Serves as the Supervisor for circulation activities and staff opposite the Daytime Circulation Supervisor's shifts
3. Serves as Circulation Supervisor at other times as needed
4. Supervises approximately 18-20 Pages on a day-to-day basis
5. Hires and trains new Pages; assists in training new Aides
6. Prepares and maintains weekly Page schedule
7. Charges materials out for patrons
8. Processes returns and holds
9. Collects fines and bills, and operates the cash register and credit card equipment
10. Operates computer equipment, printers, and copiers
11. Issues and updates library cards
12. Shelves library materials as needed
13. Works with patrons to resolve circulation issues
14. Other duties as assigned

Desired Skills

1. Friendly, welcoming demeanor with staff and patrons
2. Flexibility, poise, and a sense of humor in a busy setting
3. Dependability in attendance and efficiency in tasks
4. Ability to listen well and to communicate effectively, both verbally and in writing, to patrons and coworkers of all ages
5. Ability to adapt training to different learning styles
6. Highly organized and able to multitask
7. Attention to detail and accuracy
8. Good math skills and experience in processing payments
9. Ability to bend to floor and reach overhead with books in hand for shelving
10. Ability to assist with lifting full book totes (60 lbs.) and push fully loaded book carts (75 lbs.)
11. Ability to work in a team environment

Bonus Qualifications

1. Experience working in public libraries
2. Familiarity with circulation software (CARL X a plus)
3. Flexibility in scheduling
4. Previous supervisory experience

Required Hours

Maintains an average of 20 hours per week. Will have a regular weekly schedule made up of some of the following hours/shifts

September 16-June 14

Monday & Wednesday: 4:00 p.m.– 8:15 p.m.

Friday: 3:45 p.m.– 6:15 p.m.

Saturday: 11:45 a.m.– 4:15 p.m.

Sunday: 11:45 a.m.– 4:15 p.m.

June 15-September 15 (Summer Hours; closed Saturdays)

Monday & Wednesday: 4:00 p.m.– 8:15 p.m.

Friday: 3:45 p.m.– 6:15 p.m.

Sunday: 11:30 a.m.– 4:15 p.m.

Additional 4.25 hours TBD

Salary Schedule

\$18.67-\$24.28 in six steps based on performance and longevity.

Benefits

Prorated paid holiday, vacation, personal and sick leave; NYS Retirement (optional); FICA; progressive, friendly library serving a diverse, well-educated community.

Instructions to Applicants

Submit via email (deena.viviani@libraryweb.org) or USPS to Deena Viviani, Circulation Services Manager:

- Completed Brighton Memorial Library application (available at www.brightonlibrary.org/employment-opportunities)
- Brief letter of interest
- Resume
- Three professional references with contact information

Statement of Non-Discrimination

The Library complies with all federal and state regulations dealing with employment practices and grants equal opportunities to all qualified persons without regard to age, culture, disability, ethnicity, gender expression or identity, race, religion, national citizenship or origin, family care status, marital status, pregnancy, military status, veteran status, prior criminal offense, domestic violence victim status, genetic status, limited English proficiency, or any other lawfully protected status.