



**GEORGE F.
JOHNSON**
MEMORIAL LIBRARY

1001 Park Street
Endicott, NY 13760
(607)757.5350
www.gfjlibrary.org

Job Opening: Library/Interlibrary Loan Clerk

Employment type: Full-time, provisional permanent civil service position

Are you a customer service-oriented person who loves working with people? Do details and routines spark joy? If so, this job might be for you. We are a progressive and friendly library serving a diverse community and invite applications from candidates interested in joining our team.

Major Duties:

- Provides customer service at the circulation desk.
- Charges, discharges, and renews materials.
- Answers the phone and directs calls.
- Refills literature and displays.
- Sorts and shelves materials.
- Fax and copy patron documents.
- Other duties as assigned.
- Processing day to day lending, borrowing, and delivery of library material.
- Receives and processes interlibrary loan requests via mail, phone, email, or in person.
- Corresponds with other libraries interlibrary loan requests, overdue materials, reimbursements, and prepares materials for shipping.
- Knows, follows, and explains interlibrary loan policies and procedures.
- Creates, maintains, and updates patron records.

Special Qualifications:

- Ability to work with technology;
- Professional and friendly phone etiquette;
- Motivated to learn and grow;
- Can stand, walk, crouch, twist, push/pull up to 65 pounds, and can lift up to 50 pounds;
- Must be able to stand for long periods of time;
- Push and steer a fully loaded book cart.

Minimum Qualifications:

Graduation from high school or possession of an equivalency diploma.

Hours

The person in this position will work up to 37.5 hours per week. Candidates must be available Monday through Friday, mornings, days, evenings, and Saturdays in rotation.

Wages and Benefits

The starting rate of pay is \$15.20/hr. Benefits include paid vacation, holidays, and sick time, and automatic enrollment in the NYS retirement system. Optional deferred compensation (457) program, health, vision, and dental programs are also available.

Statement of Nondiscrimination

The library is an equal opportunity employer that complies with state and federal fair employment laws and regulations. The library does not discriminate in recruitment, training, promotion, or other terms of employment based on race, creed, color, sex, sexual orientation, gender identity, age, national origin, disability, veteran's status, and military service.

To Apply

Please send a completed Broome County Civil Service [application](#), resume, and three references to:

Seth Jacobus, Library Director
George F. Johnson Memorial Library
1001 Park St.
Endicott, NY 13760

or en.seth@4cls.org by May 20,2022. Interviews for qualified candidates will be conducted the following week.