



585.359.7092  
hplinfo@libraryweb.org

Henrietta Public Library  
625 Calkins Road  
Rochester, NY 14623

## Substitute Library Clerk Announcement and Description

We are a progressive and friendly library serving a diverse community and are inviting applications from candidates interested in joining our support staff team.

### All of our staff:

- Loves to learn and welcomes new ideas in a constantly changing library environment.
- Takes pride in providing exceptional customer service.
- Is enthusiastic, welcoming, helpful, playful, resourceful, flexible, and eager to work as part of a team.
- Is organized, detail-oriented, and reliable.
- Communicates clearly and constructively.
- Shows compassion to one another and our community.
- Looks for creative opportunities to serve and fulfill our mission.
- Is interested in technology and integrating technology with traditional services.

### 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.
- Other duties as assigned.

### 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 75 pounds, and can lift up to 60 pounds.
- Must be able to stand for long periods of time.
- Push and steer a fully loaded book cart.

### Supervisory Authority:

Reports to the Circulation Supervisor.

### Minimum Hours:

Candidates must be available Monday-Friday, days and evenings, as well as Saturdays in rotation, with the minimum of two 3-7 hours shifts per month.



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**Wages:**

Starting rate is \$13.08/hour.

**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 on the basis of race, creed, color, sex, sexual orientation, gender identity, age, national origin, disability, veteran's status, and military service.

**To Apply:**

Please send a cover letter, resume, and three references to Terry Hill, Circulation Supervisor, Henrietta Public Library, 625 Calkins Road, Rochester, NY 14623 or Theresa.Hill@libraryweb.org by Friday, September 3, 2021.