



30 Davison Avenue, Oceanside, NY 11572
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www.oceansidelibrary.com

Christina Marra, Director

Join Our Team!
CLERK POSITIONS Full and Part-time Available

The Oceanside Library team is seeking high-performing, enthusiastic, and dedicated people to join us as we continue to create a cutting-edge community library.

We have openings throughout our clerical staff, both full and part-time. All positions involve significant contact with the public. New staff will be fully trained in all aspects of the job; prior library experience is a plus but not a requirement.

Duties include, but are not limited to:

- Providing a high level of hospitality and customer service
- Staffing the Welcome Desk, including preparing holds, issuing library cards, etc.
- Assisting patrons and staff in Adult Services and Youth Services
- Answering telephones, making reminder telephone calls to patrons for upcoming programs, making photocopies and assisting with registering patrons for library programs
- Assisting in weeding, sorting, shelving, shelf checks, retrieval of library items for patrons and staff, shelf reading and organizing library materials on books carts, shelves and displays
- Logging patrons onto public computers, laptops, Chromebooks, technology devices, etc.
- Assisting in clerical and administrative duties as needed
- Assisting in processing library items in materials management, special projects such as RFID and "genrefication"
- Assisting librarians and administration with ongoing programs and projects
- Assisting with various projects and ongoing programs/special events
- Presenting programs (voluntary)
- Participating with bookmobile and other "off-site" events
- Attending workshops and training sessions at the request of Department Head and/or Library Administration

Requirements include a willingness to:

- Work a flexible schedule, including evenings and weekends
- Learn new emerging technologies
- Work on an individual basis and in a team environment – cooperatively and collaboratively

Oceanside Library is an Association Library and is not subject to Civil Service requirements.

Oceanside Library is a member of the New York State retirement system. Full time employees enjoy a competitive benefit package. We are an equal opportunity employer.

To apply, please send your cover letter and resume to ocltrustee@oceansidelibrary.com