

# Library Circulation Clerk

## Position Description

The Andrew Carnegie Free Library & Music Hall seeks a part-time front desk Library clerk. The ACFL&MH is a historic organization that has provided public library service and cultural enrichment to Carnegie residents for 120 years. This is an excellent opportunity to join a small dynamic team in a beautiful and iconic historic facility, serving the information needs of a growing and diversifying community.

Customer service is at the core of every Library staff member's role. As a front desk clerk, you will be the welcoming face of the Library. Duties for this position include checking items in and out; answering questions about library programs and services; collecting payments for fines and printing; emptying the book drop; shelving Library materials; providing basic computer assistance to Library patrons; and other duties as assigned. A motivated candidate would be welcome to participate in program planning as well.

Important qualities for the right candidate will include excellent customer service skills; an eagerness to help patrons with their information and technology needs; a welcoming and friendly disposition; reliability; appropriate work attire; and attention to detail. Training will be provided.

This is a part-time position for approximately 20 hours a week at an hourly rate of \$13.00. This position will require availability on some evenings and Saturdays.

To apply, please email a cover letter and resume to Library Director Walker Evans at [evansw2@einetwork.net](mailto:evansw2@einetwork.net) by 5:00 PM on Friday, March 13.