



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

Christina Marra, Director

**JOIN OUR TEAM!
IMMEDIATE OPENING
PART-TIME WELCOME DESK CLERK**

Oceanside Library is seeking an enthusiastic individual with a passion to provide excellent customer service and hospitality that is ready to work at the Library's Welcome Desk.

Duties include, but not limited to:

- Directing patrons, greeting, welcoming and assisting patrons.
- Answering telephones, transferring calls, providing information to callers, and making telephone calls.
- Register patrons for library cards and library services.
- Assist patrons with photocopiers and computers.
- Checking Library items in and out to patrons in the ILS system.
- Assist patrons and staff with curbside pick-up delivery service and any new upcoming services.
- Operating cash register, and assisting in collection and recording of patron cash transactions.
- Responsible for opening and closing procedures at the Welcome Desk.
- Making announcements when needed.
- Sorting items.
- Other related duties and projects as needed.

Skills required:

- MUST be able to work a flexible schedule which includes evening, weekends, and filling in on shifts.
- Customer Service experience a plus.
- Excellent computer skills and knowledge of SIERRA a plus.
- Ability to adapt to change as the Library expands services and prepares for building renovations.
- Ability to work independently and in a team environment.

**Please send your resume to Chris Marra, Director cmarra@oceansidelibrary.com.
Oceanside Library is an Association Library. This is not a Civil Service position.
Oceanside Library is a member of the New York State Retirement. EOE**