



Tuxedo Park
LIBRARY

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**Temporary Technical Services Assistant
(part time from March – June)**

The Tuxedo Park Library welcomes applicants for a Temporary Technical Services Assistant position (part time March-June), which may lead to a permanent position. We are looking for a customer-oriented, computer literate individual to work with the public in a friendly library setting. Applicant must possess the ability to physically perform the duties, which include lifting, bending, climbing, and pushing heavy book carts.

The position responsibilities include:

- Staff the circulation desk
- Assist customers with simple reference questions and use of library equipment
- Collect and distribute mail
- Shelve and maintain materials in correct order
- Process interlibrary loan items received from and sent to other libraries
- Catalogs and processes audiovisual materials
- Processes other materials as time permits
- Performs repairs on books and other materials
- Other duties as assigned

Hours of position at the current time (21 – 33 hours):

- Monday 9:00 am - 5:30 pm
- Wednesdays 5:00 pm – 9:00 pm
- 2nd, 4th and 5th Saturdays of the month 10 am – 4 pm
- Sundays 11:00 am – 3:00 pm
- Possible fill in hours for other staff when necessary

Prior library or customer service experience desirable.

Hourly Rate: \$16.00 per hour (Sundays are time and a half)
Sick time provided. Paid for holidays that fall on scheduled work days.

Contact Cathy Sandak at 845 351-2207 for additional details. Please email a resume and letter of interest to: csandak@rcls.org

Cathy Sandak, Assistant Director
Tuxedo Park Library
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