



Job Opportunities

The Webster Public Library (WPL) is known for its welcoming environment that offers experiences, spaces, and resources that grow with our community and inspire lifelong learning. We offer programs and activities that provide the community with a wide range of educational, cultural, and social experiences. Our sustained success depends upon the knowledge, creativity, and passion of our employees.

We are accepting applications from candidates* who are interested in becoming a part of our team.

WPL employees:

- enhance user experience
- provide exemplary customer service
- broaden our outreach in the community
- develop strategic partnerships
- welcome and engage all members of the community

Our employees are able to:

- multitask
- be organized and detail-oriented
- be accurate, prompt, and reliable
- communicate effectively
- solve problems creatively
- alphabetize and use the Dewey Decimal System
- stand, walk, crouch, twist, push/pull up to 75 lbs. and lift up to 60 lbs

Custodian: Part-time employees work daily including weekends. You create an exceptional experience for patrons by maintaining the beauty of our building, which includes duties such as cleaning restrooms, mopping and dusting; minor repairs, and installations.

- Rate of pay: \$11.80 per hour

Page: Part-time employees work 6-16 hours per week in three or four-hour shifts, including evenings and also weekends on a rotational basis. This is our entry-level position at the library where you will experience many different aspects of library operations. You will learn how to place materials in shelf order, shelf read and clean assigned sections. You will perform check out and return functions at the circulation desk. You will participate in varied special projects and support responsibilities to help provide our patrons with exceptional experiences. Pages must be at least 16 years old. Reliable transportation is necessary.

- Rate of pay: \$11.10 per hour

Library Clerk: Part-time employees work 12-20 hours per week including evenings and weekends. You are a high-energy, approachable and precise individual who takes pride in providing exceptional customer service and being part of a supportive team effort. You engage

the public and are responsible for the charge, discharge, renewal, and return of items. You process incoming materials delivery and holds, make courtesy phone calls to patrons and issue new library cards. You participate in varied projects and teams to ensure efficient library operations. The position also includes the use of a cash register, charge machine, and extensive computer system usage.

- Rate of pay: \$11.74 per hour

Library Assistant: Part-time employees work daily as needed, including evenings and weekends. You work independently, assisting librarians in a variety of tasks. You answer reference questions, assist with computer issues, and recommend items to patrons. You participate in community events and network with organizations as needed. You possess excellent computer skills. You are a good listener, extremely patient, and passionate about what you do. You have a bachelor's degree from an accredited college or university.

- Rate of pay: \$16.56 per hour

Librarian: Full-time employees work 37.5 hours per week, including evenings and weekends. Part-time (or sub) employees work up to 20 hours per week, including evenings and weekends. You answer reference questions, assist with computer issues, and recommend items to patrons. You perform collection development by purchasing and maintaining collections. You supervise support staff. You serve as the manager-in-charge as needed. You attend workshops and conferences for continuing education. You possess exceptional interpersonal skills. You have a Master's degree in Library Science from an accredited college or university as well as a New York State Public Librarian's Certificate.

- Rate of pay: Full-time: \$45,233 with 7 steps
Part-time (or sub): \$21.73 per hour

Benefits (sick or vacation leave and paid holidays) are offered to those employees working 16 or more hours per week. All employees participate in extensive and continuous on-the-job training.