



Webster Plaza 📖 980 Ridge Rd. Webster, NY 14580 📞 585-872-7075 🌐 www.websterlibrary.org

Job Opportunities

The Webster Public Library uses several different entry-level job titles. Our sustained success depends upon the vision, creativity, and passion of our employees. We are known for our eclectic materials, services and programs. Benefits (sick or vacation leave and paid holidays) are offered to those employees working 16 or more hours per week. Preference for all openings is given to Webster residents. All employees participate in extensive and continuous on-the-job training.

Our employees:

- Take pride in our library, ensuring it is clean and tidy and everything looks beautiful
- Can multitask
- Are organized and detail-oriented
- Are cooperative and pleasant and greet people with a smile
- Are flexible, accurate, prompt, and reliable
- Maintain a clean and polished appearance
- Can alphabetize and use the Dewey decimal system
- Are familiar with use of computers, cash registers and charge card machines
- Possess excellent communication skills
- Can cope with the unexpected
- Take great pride in providing excellent customer service
- Can stand, walk, crouch, twist, push/pull up to 75 lbs. and lift up to 60 lbs.
- Do the right thing – every decision made and action taken is an opportunity to demonstrate our collective integrity

Janitor

This employee maintains the beauty of our building, which includes minor repairs, handling supply and equipment deliveries, and furniture setups, installations, and removals.

What are the hours? Janitors typically work 10 hours per week in two-hour shifts, including weekends.

Rate of pay: \$11.39 per hour

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This employee places our materials in their proper places. You work occasionally at the circulation desk, answering simple questions and returning items. Reliable transportation to and from work is necessary. You must be at least 15 years old.

What are the hours: Pages work 9-12 hours per week in three-hour shifts. Employees are expected to work **year-round**, including evenings and weekends.

Rate of pay: \$10.40 per hour

Library Clerk

This employee is responsible to charge, return, renew and sort materials. You process holds and make courtesy phone calls to patrons before holds expire. You locate and process materials to fill daily router. You collect fines and book sale proceeds, including operation of cash register and charge machine. You register new patrons, issue and update library cards for patrons and organizations.

What are the hours: Clerks typically work 12-20 hours per week in four-hour shifts.

Rate of pay: \$11.06 per hour

Library Assistant

This employee works independently, assisting librarians in a variety of tasks. You answer reference questions, assist with computer issues, and make readers' advisory suggestions. You possess excellent computer skills. You are a good listener and extremely patient. You have a bachelor's degree from an accredited college or university.

What are the hours? Library Assistants typically work 12 to 20 hours per week in four-hour shifts, including evenings and weekends.

Rate of pay: \$15.56 per hour

Librarian

This employee provides reference and readers' advisory services and instruction to library users. 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 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.

What are the hours? Full-time employees work 37.5 hours per week, including evenings and weekends.

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