

Post 12/16/11 through 12/30/11

POSITION AVAILABLE

# Great Neck Library

## Parkville Branch

### **CIRCULATION CLERK**

### **PART TIME**

#### **Qualifications and Job Requirements:**

- X Excellent communication skills (written and oral)
- X Diplomatic temperament and excellent interpersonal skills
- X Ability to work both independently and cooperatively
- X Professional demeanor and enthusiastic public service attitude
- X Computer literacy (hardware and software) a plus.

#### **Schedule:**

Thursdays: 6:00 to 9:00 pm  
Must be available for additional on-call hours

**Starting Salary: \$15.07 / Hour**

#### **Reply to:**

LAURA WEIR, ASSISTANT DIRECTOR  
GREAT NECK LIBRARY  
159 BAYVIEW AVENUE, GREAT NECK, NY 11023  
OR FAX (516) 487-6069