

Mastics-Moriches-Shirley Community Library

NOTICE OF POSITION

The Community Library is seeking an enthusiastic candidate with a positive attitude and interest in technology, graphic design, marketing, and social media.

Job Title: Part Time Library Clerk

Job Notice#: 121317P

Date Posted: 1/5/2018

Closing Date: 01/15/2018

Starting Date: 01/17/2018

Dept: Digital Services

Description of Duties:

- Position may require up to 17.5 hours per week, including some nights and weekends
- Assist with Digital Services programs
- Perform a variety of clerical tasks to support Digital Services Department and projects as assigned by librarians and Public Relations Specialist
- Make flyers, posters, banners, etc.
- Update event/promotional calendars
- Take, organize, and edit photographs and videos

Qualifications Required:

- Must be 18 years or older
- High school graduate
- Public service orientation
- Excellent communication skills, ability to work well with others
- Must be organized and highly detail-oriented

Preferred skills

- Knowledge of Adobe Creative Suite, Photoshop
- Knowledge of emerging technology

Salary/Wage: \$ 13.13 per hour

Please note that only candidates being considered will be contacted.

Applications may be returned in person to the Library Business Office
Mon-Fri 9AM-5PM; by fax 631-399-1518; or scanned and emailed as an attachment to
businessoffice@communitylibrary.org

The Mastics-Moriches-Shirley Community library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, in the employment or the provision of services.

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