



The Livonia Public Library is seeking a reliable, detail-oriented, and service-driven **Senior Library Clerk** to join our team. This position plays a vital role in providing excellent customer service, supporting library operations, and ensuring smooth daily workflow across multiple service areas.

Position: Senior Library Clerk

Status: Full-Time (32 hours per week)

Salary: \$27,706 per year

Benefits: Health & Dental Insurance, NYS Retirement

Schedule: Primarily daytime hours with some evenings and weekends required

Key Responsibilities

- Assist patrons of all ages in locating library materials, using reference resources, and navigating library services.
- Perform routine searches, update computer records, and process interlibrary loans.
- Orders and processes materials using the computer; type correspondence and reports.
- Work at the circulation desk, handling checkouts, returns, fines, payments, and patron inquiries. Prepare vouchers/bills for payment.
- Shelf materials and keep library shelves organized and orderly.
- Operate office equipment including photocopiers, fax machines, mobile devices and computers.
- Maintain the community board, and publicity correspondence.
- Answer telephones, record messages, and route calls to appropriate staff.
- Pick up mail from the post office; perform general cleaning and maintenance duties as needed.
- Assist with staff tasks, training programs, seminars, and meetings as assigned.
- May Open/Close the library in the absence of a supervisory staff.
- Performs other related duties.

Minimum Qualifications

- High School Diploma or equivalent.
- At least **one year of clerical experience**.
- Ability to sort and file materials alphabetically and numerically with accuracy.
- Strong attention to detail, mental alertness, and physical stamina.
- Ability to understand and follow written and verbal instructions.
- Comfortable providing customer service and working with the public.
- Reliable, flexible, and able to work independently when required.
- Library experience strongly preferred.



Preferred Skills & Traits

- Familiarity with library services, terminology, and procedures.
- Experience with Evergreen, Google Products, Canva, LibCal, Social Media Platforms.
- Patience, tact, and the ability to work well with people.
- Ability to exercise independent judgment in applying established procedures.

How to Apply

Interested candidates should send their résumé to:

LivoniaLibraryDirector@owwl.org

For questions about the position, contact:

Shamika — (585) 346-3450

Application accepted until December 22nd, 2025.

Learn more about the library at: **LivoniaLibrary.org or Facebook.com**

Join our team and help us continue to grow, serve, and inspire our community!