Job Title: Circulation Staff
Hours: Part-time 16-20 hours per week; includes every other Saturday
Compensation and Benefits: Starting pay of $17.48. Position has a pay scale of $17.48 - $18.99/hr; sick and personal PTO; simple IRA retirement plan with employer-matching contributions up to 3% and tuition reimbursement after 1 year of employment

SUMMARY:
Derby Neck Library is seeking applicants for an entry-level circulation staff position. This position requires substantial patron interaction and customer service. Strong communication and interpersonal skills are essential, as is the ability to think on your feet. A flexible schedule is highly desirable.

Circulation staff members are responsible for circulation duties including, but not limited to material check in/check out, answering phones, shelving, responding to patron requests/questions, and assisting professional staff as needed.

ESSENTIAL JOB FUNCTIONS:
1) Builds and maintains a strong working knowledge of the circulation system
2) Builds and maintains a strong working knowledge of current and emerging technologies
3) Works desk shifts as scheduled, including responding to patron requests, answering phones, coordinating event and newsletter registrations, etc.
4) Processes material returns and checkouts, shelving when necessary
5) Straightens shelves in the New section, rotating books on display
6) Processes inter-library loan requests from other libraries
7) Ensures patrons are well-informed of library services, programming, policies, and procedures
8) Provides basic tech support to patrons regarding printing, email, WiFi connections, and computer usage
9) Deals tactfully and courteously with the public and upholds all confidentiality rights of patrons and patron records
10) Performs other duties as assigned
11) Displays professional conduct and appearance at all times while performing duties.

REQUIRED QUALIFICATIONS:
- Ability to interact with and assist the public in a friendly and responsive manner
- Familiarity with current and emerging technologies
- A strong background in print and non-print media
- Patience, tact, and excellent communication skills

- A cooperative and collaborative team spirit

PREFERRED QUALIFICATIONS:

- High School Diploma or GED
- Comfortable with basic computer usage, including email, browsers, and office suites like Microsoft 365, LibreOffice, or GSuite
- Knowledge of library best practices and/or experience working in public libraries
- Bilingual language skills highly desirable.

ABILITIES:

- Ability to continuously bend, twist, stoop, reach and pull
- Ability to keep composure in everyday, potentially stressful situations
- Ability to meet a flexible work schedule, including evenings and weekends
- Lifting of moderate to heavy weight material up to 30 lbs.

Interested applicants should submit a cover letter and resume to **Krissy Warrenger, Head Librarian & Director,** at **headlibrarian@biblio.org** before **8:00pm on Sunday, November 8th, 2026**. Remember to specify the position you are applying for. Review of resumes will begin after the deadline, and interviews will take place in mid-November 2026.

Note: *Nothing in this job description restricts the ability of Derby Neck Library to assign or reassign duties and responsibilities to this job at any time. This description reflects the basic essential functions and expectations to be successful in this position; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

EEO: *In accordance with applicable law, Derby Neck Library provides equal employment opportunities to all employees and applicants without regard to race (including ethnic traits historically associated with race such as hair texture and protective hairstyles), color, religion, age, sex, pregnancy, marital status, national origin, ancestry, past or current mental or physical disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, civil union status, status as a victim of domestic violence, or any other legally protected status.*

About our team culture: *At Derby Neck Library, our patrons and staff come from all walks of life, and we all have unique experiences. This diversity is a cornerstone of our mission that helps us understand our community, identify challenges, and discover meaningful solutions together. We intentionally foster an inclusive,*

collaborative environment where all can feel welcome, heard, and valued. We are actively seeking candidates who share this vision.