

AD

Lincoln Memorial Library, Lincoln Maine seeks a friendly, detail-oriented, enthusiastic, and customer service minded individual for a part-time Adult Circulation Clerk.

As the Adult Circulation Clerk, you will be working directly with patrons, helping them find the information or book they are seeking, assisting them with public computers and other mobile devices, checking in and out items, and most important, ensuring that everyone who comes into our library has a positive experience.

If you believe in the positive impacts that a public library can make in a community, then this position may be for you. High school diploma and computer competency required, college degree or equivalent experience preferred. Prior library or customer service experience is preferred.

The successful candidate must have experience working with the public; exceptional customer service skills; the ability to work in an environment that can be energetic and lively; an outgoing personality; and computer and internet proficiency.

This is a part-time position no more than 28 hours per week, including Monday to Friday and one Saturday per month. Starting rate: \$10 per hour no benefits.

To apply: please send a cover letter, resume, and three references to Ann Morrison, Town of Lincoln Clerk at 63 Main St., Lincoln Maine 04457.