

Cortland Free Library is seeking a part-time Circulation Desk Assistant. Following the successful completion of orientation and training the person filling this position will be scheduled to work approximately 9-15 hours a week. The candidate will perform a variety of library circulation and clerical procedures with an emphasis on providing excellent customer service to the public. High School Diploma or equivalent required. Must be able to regularly lift and/or move up to 10 pounds. Please submit a cover letter with your available hours, a copy of your resume and at least 3 references to, Cortland Free Library 32 Church St. Cortland, NY 13045.