

Scranton Public Library

Job Posting

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| Job Title: Clerk | Department: Adult Circulation |
| Status: Part time / casual | Bargaining Unit: No |
| Date Posted: January 17, 2026 | |

The Scranton Public Library is seeking a qualified candidate for a part-time position in the Adult Circulation Department. The ideal applicant will possess strong customer service skills, demonstrate the ability to work collaboratively within a team, and exhibit flexibility in adapting to changing job responsibilities. This position requires approximately 20–25 hours per week, including evening and weekend shifts (Saturday 9am-5pm and Sunday 1-5pm).

Principal Responsibilities and Duties:

- Perform a full range of circulation desk functions, including issuing library cards, checking materials in and out, reserving items, collecting fines, answering telephone inquiries, and promoting library programs and services.
- Assist patrons in locating materials and demonstrate the use of the library’s catalog and search tools.
- Organize, shelve, and maintain returned library materials in proper order.
- Retrieve materials to fulfill patron requests and holds.
- Provide support to other library departments and branches as needed.
- Participate in special projects and perform other duties as assigned.

Knowledge, Skills, and Requirements:

- Ability to work independently, demonstrate initiative, and follow through on assignments.
- Proficiency in the use of computers and mobile devices is essential.
- Strong interpersonal skills with the ability to interact courteously and effectively with patrons, colleagues, and volunteers.
- Dependable, punctual, and committed to maintaining a consistent work schedule.
- Excellent customer service and public relations skills.
- Previous library experience is preferred but not required.
- Must have a reliable vehicle and valid driver’s license to travel between branch locations as needed to provide shift coverage.
- A high school diploma or GED is required.

Demand and Work Environment:

- Must be able to stand for extended periods of time.
- Ability to lift up to 25 pounds and perform physical activities such as reaching, bending, kneeling, crouching, and pushing book carts.
- Requires physical and manual dexterity to handle materials and equipment efficiently.
- Strong verbal communication and active listening skills, both in person and over the phone, are essential.

Starting Hourly Rate: \$10.00

Upon hiring, child abuse and criminal background checks will be conducted in accordance with state law. For any questions contact Laura Hendricks, Human Resource Manager 570-348-3000 ext. 3043. Applications accepted until job is filled.