

Galway Public Library is looking for Library Sub-Clerk to join our team!

Job Description: This position involves performing routine library clerical duties including customer service, searching and updating computer records, shelving, and a variety of other activities.

Job Requirements: Must have flexible availability to substitute as needed because this is not a regularly scheduled position. Sub-clerk only works as necessary to substitute for another clerk. Applicant must have strong interpersonal skills, the ability to understand and follow oral and written instructions, good organizational skills, and a positive, friendly, professional work attitude. Possession of a high school or equivalency diploma is required.

Please contact Deb Flint at (518) 882-6385 or gal-director@sals.edu to apply or for more information.