



JOB ANNOUNCEMENT

The Town of Patagonia is accepting applications for the position of

Part-Time Library Clerk

Summary: Under general supervision, supports the daily operations of the library, and provides essential customer service and clerical support. This is an at-will position, where employment may be ended by the employee or Town at any time, with or without cause.

Key Responsibilities: Key responsibilities include assisting with the daily circulation of materials, patrons, and maintaining orderly library spaces; sort and shelve materials in correct order, shelf-read for accuracy and repair minor damage; collect and record fees and payments; provides support and assistance for programs, events and library outreach; assist in the intake and maintenance of library materials; may occasionally be subject to working outside of regular scheduled hours; adheres to safety practices and standards; performs other duties as required or assigned.

Minimum Qualifications: High School diploma or equivalent; customer service, retail or library setting experience; OR an equivalent combination of training, education and experience.

Salary/Classification: Part-time, FLSA Non-Exempt At-will position; up to 19 hours per week (Tues – Sat); Pay Grade 43 (starting pay \$15.50/hr.).

Close Date: Interested applicants are invited to apply by submitting a completed Town of Patagonia employment application to the Town of Patagonia, PO Box 767, Patagonia, AZ 85624. *This position is open until filled.*

Contact Information:

Town of Patagonia
Attn: Carmen Fuentes
Deputy Town Manager

Website: <https://patagonia-az.gov/positions-available/>
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The Town of Patagonia is an equal employment opportunity employer.

Posted: August 18, 2026