

### **Part-Time Clerk I – Beauchamp Branch Library & Southwest Community Center Library**

Onondaga County Public Library is seeking a qualified part-time Library Clerk I to work at the Beauchamp Branch Library 17 hours per week. The successful candidate will help fulfill the branch's public service, circulation, and technical needs at Beauchamp Branch and its satellite location, the Southwest Community Center Library.

Beauchamp Branch Library, one of eight branches in the city of Syracuse, is located in the Southside neighborhood on South Salina Street. The Southwest Community Center Library is located on South Avenue and shares the building with Syracuse Community Connections AKA Southwest Community Center.

#### **Job Responsibilities:**

- Provide library information and services to library patrons at the service desk and by phone
- Perform routine circulation, reserve, and fee functions
- Issue or replace library cards according to library procedures
- Provide assistance to patrons on library equipment such as computers, tablets, copiers, fax machines, and printers
- Locate library materials, look up information and services to library patron accounts
- Assist in responsibilities related to the collection, transmission, and security of money taken in
- Perform basic library duties, such as shelving, retrieving holds, and emptying book drop
- Oversee the opening and closing of the library

#### **Required and/or preferred knowledge, skills and experience:**

- Excellent customer service skills
- Ability to multitask in a fast paced environment
- Ability to work independently and as a team
- Excellent verbal and written communication skills
- Basic knowledge of computer applications, such as word, excel, e-mail, and calendars
- Fluency in any additional languages is a plus, but not required

#### **Availability:**

- Must be available to work up to 17 hours per week, including some evenings and rotating Saturdays

#### **Pay Rate:**

- \$19.50 per hour

**To Apply:** Send resume and letter of interest by April 19, 2024 to Ossie Edwards at [oedwards@onlib.org](mailto:oedwards@onlib.org).  
Or mail to Beauchamp Branch Library, 2111 South Salina Street, Syracuse, NY, 13205,  
Attn: Ossie Edwards.

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494  
Phone 315-435-1900 [www.onlib.org](http://www.onlib.org) Dawn Marmor, Executive Director

Beauchamp Branch \* Betts Branch \* Hazard Branch \* Mundy Branch  
Paine Branch \* Petit Branch \* Soule Branch \* White Branch