

## **Part-Time Sorter/Page- Member Services**

The position is part of the Member Services Team at the Onondaga County Public Library System located in the Central Library, 447 S. Salina St. Syracuse NY 13202. The position is responsible for sorting and organizing materials in the delivery department. Pages who work in our sorting room gain experience and knowledge of Central Library and the larger library system, and may get opportunities to help with technology instruction, front desk visitors, and special projects. This position reports directly to the Delivery and Stockroom Supervisor.

Onondaga County Public library has a vacancy for one (1) **Part-Time Page** position. The position is at the Central Library, 447 S. Salina St. Syracuse, NY and may work up to 17 hours a week.

**Hourly rate:** \$15.00/hour, with no fringe benefits

**Preferred Shift:** Monday, Wednesday, Friday, 12pm-4pm; Tuesday, Thursday 11am-2pm. Other shifts may be considered.

### **Required and/or Preferred Skills and Abilities:**

- Working knowledge of alpha and numeric sequences
- Ability to lift books and non-book materials to shelves.
- Ability to lift heavy book bins
- Ability to understand and follow verbal and written instructions
- Ability to learn assigned clerical or other duties as assigned, and to adhere to prescribed routine and safety guidelines
- Ability to work well independently and with co-workers
- Good customer service skills
- May distribute mail and run other errands as requested.

**Minimum Qualifications:** None

**Contact:** The interested should submit a completed application and resume to the Central Library Front Desk, 447 S. Salina Street, Syracuse NY 13202, by **Friday, February 16, 2024** or until the position is filled. E-mail response is accepted at [memberservices@onlib.org](mailto:memberservices@onlib.org)

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494

Ph: 315-435-1900 | F: 315-435-8533 | [www.onlib.org](http://www.onlib.org) |  
Dawn Marmor, Executive Director

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