

Part-Time Sorter/Page- Member Services

The Onondaga County Public Library is committed to building a diverse, equitable, and inclusive workplace that reflects the communities we serve. 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 also involves working alongside the outreach team for events as well as working on outreach kits, programming kits, cataloging and data entry. This position reports directly to the Delivery and Stockroom Supervisor.

Hourly rate: \$15.50/hour, with no fringe benefits. May work up to 17 hours a week.

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.
- Commitment to fostering an inclusive, respectful, and welcoming environment for all library visitors.
- Physical condition commensurate with the demands of the position.
- Basic comfort and willingness to learn new technology and how to use equipment.
- May distribute mail and run other errands as requested.

To Apply: We welcome candidates from all backgrounds and experiences. Please fill out the Onondaga County Application for Open Competitive Examination on the Employment Page of our website (please note there is no exam required, we use this application as standard for all positions). Return the application to the Central Library Front Desk, 447 S. Salina Street, Syracuse NY 13202, by **Friday, October 10, 2025** or until the position is filled. E-mail response is accepted at janderson@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 |

Amanda Perrine, Executive Director
Beauchamp Branch * Betts Branch * Hazard Branch * Mundy Branch
Paine Branch * Petit Branch * Soule Branch * White Branch