

Substitute Librarian (Part-Time) – Onondaga County Public Libraries

The Onondaga County Public Library is committed to fostering a welcoming, inclusive, and accessible environment where people of all backgrounds and identities feel valued and supported. OCPL is seeking a qualified librarian to substitute at various OCPL branch libraries in the city of Syracuse. This is an exciting position that will provide a wide range of diverse professional librarian experience at eight neighborhood branches and OCPL's Central Library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work at all 9 Syracuse city library locations as requested or assigned
- Provide excellent customer service at the information desk, including locating and checking out materials for library patrons
- Assist patrons in using public computers and copiers, and personal devices such as laptops, tablets, and cell phones
- Provide reference and readers' advisory service for patrons of all ages

SKILLS AND ABILITIES

- Excellent communication and customer service skills
- Familiarity with common computer applications
- Ability to work independently and handle the unexpected as "librarian in charge"
- Knowledge of Polaris system helpful

Hours: May include Saturday or Sunday, evenings 5-8, and weekday shifts either 9-5 or shorter 4-hour shifts, depending on need.

Pay Rate: \$31.20/hour

Requirements: Candidates must have recent library experience, ALA-accredited MLS degree and a valid New York State Public Librarian's Certificate.

To Apply: 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). Submit complete applications via email to René Battelle, Administrator for Public Services, at rbattelle@onlib.org. Applications will be accepted through Friday, September 25, 2025.

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

Phone 315-435-1900 Fax 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