

Library Clerk I (Floating)

OCPL is seeking a Full-Time Library Clerk I for a floating position. This position serves as a primary contact point for patrons using the library. The successful candidate will have a welcoming attitude, be enthusiastic about working with a team, and able to adapt to multiple work environments. The Floating Clerk I works at all 8 city branch locations, deployed to cover staff absences where needed. Hours may include evenings and Saturdays. Schedules are prepared a month in advance, but a Floating Clerk may be called upon to change locations with short notice.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Proactively greet patrons at the information desk and ensure a great library experience
- Answer basic reference and directional questions in person and over the phone
- Register patrons for library cards, help them with fees, search for and request books
- Process, sort and shelf materials accurately and efficiently, including returned materials, reserved items for incoming and outgoing delivery, and expired reserved materials as demand requires.
- Assist patrons with technology questions including library catalog, library computers and copy machines, wi-fi, email and internet navigation, and personal devices such as phones and tablets
- Promote library programs and services, as well as promoting the collection through readers' advisory assistance
- Assist with opening and closing procedures, including setup or shutdown of equipment and unlocking or locking of doors
- Assist library staff with program preparation
- Help keep the library neat, orderly, appealing and inviting to patrons and staff
- Maintain current knowledge of library procedures, processes, policies and operations
- Perform additional duties as assigned

SKILLS AND ABILITIES:

- Tact, courtesy and compassion in dealing with staff and public
- Ability to work independently as well as part of a team
- Adaptability and flexibility in schedule
- Ability to recognize differences between branch locations and assess situations accordingly
- Good technology skills and willingness to learn new tech on the job
- Working knowledge of arithmetic for the purpose of collection of fines, payments, bank deposits and reports
- Ability to follow oral and written instructions and communicate with others

Salary: \$37,669/year

Pursuant to the Civil Service Rules for provisional appointments, you will be required to take the next Civil Service exam for Library Clerk I, pass and be reachable for permanent appointment.

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). Return the application along with cover letter and resume to the Central Library or email it to René Battelle, Administrator for Public Services, at rbattelle@onlib.org.

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