

Librarian Assistant – Public Service and Technology – White Branch Library

Onondaga County Public Library is seeking a qualified part-time Librarian Assistant to work at the White Branch Library 17 hours per week. The successful candidate will help fulfill the branch's need to meet the demands of the public for digital literacy instruction and job searching skills. The Librarian Assistant will help staff the library by covering selected evenings, Saturday and weekday shifts and may also fill in during scheduling emergencies at White Branch and its satellite location, the Syracuse Northeast Community Center Library.

White Branch Library, one of eight branches in the city of Syracuse, is located in the Northside neighborhood on Butternut Street. The Syracuse Northeast Community Center Library is located on Hawley Avenue and shares the building with the Dr. Weeks Elementary School.

Job Responsibilities:

- Develop and implement digital literacy programming in class or individual format
- Instruct patrons in the use of the library's online research tools and downloadable media
- Provide assistance with online job applications, resume writing and job searches
- Maintain the library's social media presence
- Research and review new technologies as they relate to library service
- Assist librarians with outreach and publicity
- Provide reference, readers' advisory and referral services to all patrons, in person, by telephone and online
- Assist with collection development through purchase suggestions and deselection of items
- Assist with both adult and children's programming as requested
- Work alongside other staff to implement large-scale activities such as the Summer Reading Program

Required and/or preferred knowledge, skills and experience:

- Excellent customer service skills
- Creativity and ability to think outside the box
- Ability to work independently and meet deadlines
- Excellent verbal and written communication skills
- Demonstrated social media proficiency
- Proficiency with Windows Operating System, web searching, standard MS Office applications and a variety of electronic devices
- Ability to design individualized and group instruction

Availability:

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

Pay Rate:

- \$28.80 per hour

Requirements:

- Bachelor's degree from a regionally accredited college or university
- 1-3 years of relevant experience preferred
- Strong technology background

To Apply: Send resume and letter of interest by January 16th, 2025 to Jaclyn Bleich at JBleich@onlib.org.
Or mail to White Branch Library, 763 Butternut Street, Syracuse, NY 13208, attn. Jaclyn Bleich

White Branch Library located at 763 Butternut Street, Syracuse, NY 13208

Phone 315-435-3519 Fax 315-435-8533 www.onlib.org

Dawn Marmor, Executive Director

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