

Part-Time Clerk I– White Branch Library & Syracuse Northeast Community Center Library

Onondaga County Public Library is seeking a qualified part-time Library Clerk I to work at the White Branch Library 17 hours per week. The successful candidate will help fulfill the branch's public service, circulation, and technical needs 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:

- Provide library information and services to library patrons at the service desk and by phone
- Perform routine circulation, reserve, and fee functions
- Issue or replace library cards according to library procedures
- Provide assistance to patrons on library equipment such as computers, tablets, copiers, fax machines, and printers
- Locate library materials, look up information and services to library patron accounts
- Assist in responsibilities related to the collection, transmission, and security of money taken in
- Perform basic library duties, such as shelving, retrieving holds, and emptying book drop
- Oversee the opening and closing of the library

Required and/or preferred knowledge, skills and experience:

- Excellent customer service skills
- Ability to multitask in a fast paced environment
- Ability to work independently and as a team
- Excellent verbal and written communication skills
- Ability to lift up to 50 lbs, bend and reach items
- Basic knowledge of computer applications, such as word, excel, e-mail, and calendars
- Fluency in any additional languages is a plus, but not required

Availability:

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

Pay Rate:

- \$19.50 per hour

To Apply: Send resume and letter of interest by April 5th, 2024 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