June 5, 2019

TO: OCPL-Central, Branches & Member Directors
FROM: Darrell Buckingham DDB
RE: Vacancy Announcement Memo

PT Librarian I - Teen Services – Central Library

Summary: Onondaga County Public Library is seeking a qualified part-time Librarian I to work at the Central Library. The successful candidate will actively engage with teens, providing programs and services that help them grow into lifelong learners, prepare them for college and careers and build the knowledge and skills they need to be productive in the 21st century.

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

Pay Rate: $27.62/hourly

Job Responsibilities:

- Specialized area of responsibility:
  - Develop and provide programming, both passive and formal, that engages teens
  - Develop and provide opportunities for teens to develop leadership skills and contribute to their community
  - Oversee the Teen Summer Learning Program and provide related programming
  - Provide outreach to neighboring schools
  - Represent OCPL at community events, such as school fairs, Farmer’s Market, etc.
  - Support and cross-promote other library resources, such as MakerSpace, through shared publicity and programming.

- General duties will include
  - Provide direct assistance to all patrons regarding use of library materials, equipment, and services, including computer and technology assistance
  - Maintain the teen book collection and other Teen Space resources, such as video game equipment.
  - Perform other duties as needed

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

- Knowledge of developmental, recreational, and educational needs of teens.
- 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 downloadable devices
To Apply: Send resume and letter of interest by **Wednesday, June 19th** to:

Darrell Buckingham, OCPL Personnel Officer
dbuckingham@onlib.org
Or mail to: Onondaga County Public Library, 447 S. Salina Street, Syracuse, NY 13202

OCPL is an AA/EEO Employer