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

Substitute Librarian (Part-Time)

**Summary:** Onondaga County Public Library 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.

**Hours:** Vary depending on need, but includes a regular Saturday shift (9-5). Other shifts may include Sunday, evenings 5-8, weekday shifts 9-1, 9-5 or 5-9.

**Pay Rate:** $27.62/hourly

**Duties / Description:** Provide reference and readers advisory service for patrons of all ages, conduct database searches, and assist patrons using public computers and personal devices.

**Requirements:** Candidates must have recent library experience, ALA accredited MLS degree and a valid New York State Public Librarian’s Certificate. Other requirements include:
- Excellent communication and customer relations skills
- Familiarity with common computer applications
- Knowledge of Polaris system helpful
- Ability to work independently and handle the unexpected as “librarian in charge”

**To Apply:** Send resume and letter of interest by **Tuesday, June 18th** 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**