

Librarian Assistant – Central Library Makerspace

Onondaga County Public Library is looking for a part-time Library Assistant to work at the Makerspace at Central Library. Central Library is located in the busy downtown neighborhood near the Centro bus hub, Salt City Market and Redhouse Arts Center, and we serve a diverse community of patrons who look to us for books and movies, computer access, and programs for all ages. The successful candidate will have a welcoming attitude, be enthusiastic about working with a team, and have a knack for helping people use technology in a variety of contexts. The Makerspace is a unique space within Central Library that offers the use of technology such as a fully equipped Music Studio, video editing suite, 3D printers, arts and crafts supplies, a Cricut Machine, a desktop CNC Mill and sewing machines. This position reports to the Central Library Manager and the Makerspace Librarian I. This position is part-time and may require some evening and weekend hours.

Who you are:

- You are warm and friendly, and you like helping people in a technology-intensive space.
- You are forward thinking and have or are willing to acquire a good working knowledge of the technology in the Makerspace.
- You are warm and friendly, and you like helping people in a technology-intensive space.
- You are an independent thinker, able to make decisions based on good judgment and common sense.
- You are an organized problem solver, and good at handling competing priorities.
- You are a team player who thinks quickly on your feet.
- You know that a level head and calm demeanor are important assets at a busy urban library.

Your responsibilities:

- You will work directly with the Makerspace Librarian in our Makerspace on public programs and maintenance of Makerspace equipment.
- You will welcome patrons and help them get set up on the Makerspace computers and navigate their projects.
- You will ensure the Makerspace is clean and tidy, organized and accessible
- You will act as an ambassador for the Makerspace.
- You will become familiar with the technology in the Makerspace so that you can engage in independent troubleshooting and maintenance.
- You will staff the Makerspace Reference desk if the Makerspace Librarian is unavailable or busy with another project.
- You will help track and maintain statistics for Makerspace usage.
- You will assist other librarians if they require help in the Makerspace for programs or anything else.
- You will contribute fresh ideas for bettering the Makerspace and making it more user-friendly.
- When not working in the Makerspace, you will help to staff other desks in the library, providing friendly and welcoming customer service on all three floors of Central Library
- Other duties as assigned by supervisor

Requirements:

- Bachelor's degree from a regionally accredited college or university
- Strong technology background
- Training and/or teaching skills preferred

Pay Rate: \$29.67 per hour

To Apply: Please fill out the Onondaga County Application for Open Competitive Examination on the Employment Page of our website and email it with a letter of interest to Aimee Newton, Personnel Administrator at aimeenewton@onondaga.gov. Applications will be accepted through Wednesday, June 5, 2026.

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494
Phone 315-435-1900 www.onlib.org Amanda Perrine, Executive Director

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

Name _____

Education: If more space is needed, attach additional sheets.	Years Completed	Graduated yes /no	Major Course of Studies	College Credits Received	Type of Degree Receive	Date Degree Received
Name of High School or Equivalency			XXXXXXXX XXXXXXXX	XXXXX XXX	XXXXX XXXXX	XXXXXX XXXXXX
Name of College, University, Professional or Technical School						
Name of Other Schools or Special Courses						

License Do you possess a license to practice a trade or profession? YES NO License/certificate# _____

Name of trade or profession _____ Licensing Agency _____

City/State _____ Original Issue Date _____ Expiration Date _____

Driver's License (Complete only if the position for which you are applying requires one.) Number _____

Date of Expiration _____ Class of license _____ Endorsements _____ Restrictions _____

School Bus Driver candidates: Date of Birth: _____

Experience: You must complete this section whether or not you submit a resume. **Describe any employment, volunteer experience or military service that qualifies you for the position sought.** Duties: Describe the nature of the work with estimated % of time on each type of work. If more space is needed, attach additional sheets. **All statements are subject to verification.**

Length of Employment From Mo. Yr.	Firm Name	Address	City and State
To: Mo. Yr.	Type of Business	Your Title	Name / Title of Supervisor
Total Yrs. Mos.	DUTIES: See directions above		
Hours per week			
Reason for Leaving			
Length of Employment From Mo. Yr.	Firm Name	Address	City and State
To: Mo. Yr.	Type of Business	Your Title	Name / Title of Supervisor
Total Yrs. Mos.	DUTIES: See directions above		
Hours per week			
Reason for Leaving			
Length of Employment From Mo. Yr.	Firm Name	Address	City and State
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Total Yrs. Mos.	DUTIES: See directions above.		
Hours per week			
Reason for Leaving			

**ONONDAGA COUNTY DEPARTMENT OF PERSONNEL
EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE**

The following information is voluntary and will be maintained confidentially.

SOCIAL SECURITY #: _____

EXAM TITLE: _____

EXAM DATE: _____

MALE

FEMALE

White/Non-Hispanic

Black

Hispanic

Asian/Pacific Islander

American Indian/Alaskan Native

Onondaga County does not discriminate because of race, creed, color, citizenship, national origin, age, sex, religion, marital status, conviction record, disability, genetic predisposition or carrier status, pregnancy, or sexual orientation. Onondaga County's programs are accessible to all as required by 45FR84.22B. If you have a disability for which you wish accommodation in visiting a county office or in receiving county services, please contact the head of the respective department or his/her representative to make arrangements. Onondaga County's Equal Employment Program and compliance with the Vocational Rehabilitation Act (Section 504) is coordinated by the County Personnel Department. NOTE: Federal law requires employers to hire only U.S. citizens or aliens with the authorization to work in the U.S. Federal Law also requires that at the time of appointment, you provide to the employer certain information, including date of birth, country of origin, right to work in the U.S., and to provide for review certain documents establishing your identity and work authorization, such as birth certificate, etc.