

**Librarian Assistant – Technology and Adult Services – Beauchamp Branch Library and SCC Libraries**

Onondaga County Public Library is seeking a qualified part-time Librarian Assistant to provide graphic design, digital literacy and adult programming at the Beauchamp Branch Library up to 17 hours per week, including occasional service to the smaller satellite library, Syracuse Community Connections Library. In addition to technology services, the successful candidate will connect with community partners and provide collection development of our adult collections. The Librarian Assistant will help staff the library by covering selected weekdays, evenings, and Saturday shifts.

Beauchamp Branch Library, one of eight branches in the city of Syracuse, is in the Southside neighborhood at 2111 S. Salina Street. The Syracuse Community Connections Library is located at 401 South Avenue and shares the building with several community organizations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide graphic design of library promotional materials and newsletters.
- Utilize social media and OCPL calendars to list and promote programs.
- Develop and provide passive and formal programs that engage adults and connect them to the library.
- Develop and implement or facilitate digital literacy programming in both group and individual formats.
- Connect with community partners to facilitate programs or community tabling.
- Oversee the Adult Summer Reading Program and provide related programming.
- Organize inventory and provide oversight for Beauchamp and SCC Library technologies.
- Assist with collection development through purchase suggestions and deselection of items.
- Assist with supply purchasing and performer hires for adult programs.
- Attend adult services meetings and utilize information on behalf of Beauchamp and SCC populations.
- Research and review new technologies as they relate to library services.
- Provide direct customer service to patrons at the front desk.
- Support training for staff in new software.
- Assist with programming and outreach as requested; Other duties as assigned by supervisor.

**SKILLS AND ABILITIES**

- 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
- Proficiency with graphic design tools like Canva
- Proficiency with social media platforms
- Proficiency with Windows Operating System, web searching, standard MS Office applications and a variety of electronic devices

- High comfort level interacting with adults

REQUIREMENTS:

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

PAY RATE: \$29.66 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 Trudi Antoine, Manager of Beauchamp Branch Library/ SCC Library, at [tantoine@onlib.org](mailto:tantoine@onlib.org). Applications will be accepted through Friday, March 13, 2026.

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494

Phone 315-435-1900 Fax 315-435-8533 [www.onlib.org](http://www.onlib.org)

Amanda Perrine, Executive Director

Beauchamp Branch \* Betts Branch \* Hazard Branch \* Mundy Branch Paine Branch

\*Petit Branch \* Soule Branch \* White Branch