

PT Librarian Assistant- Teen Services- Hazard Branch Library

Job Summary:

The Librarian Assistant will assist the Librarians and other staff with the daily tasks of the library. They will be responsible for planning and implementing teen programs for children ages 12-18.

Duties/Responsibilities:

- Assists with daily tasks of the library such as issuing new library cards, checking out library materials, receiving returns, and handling of outstanding materials.
- Locates books or other materials to assist patrons.
- Can navigate databases, email, and Microsoft Office programs and can teach patrons how to use these programs.
- Plans and implements programming for teens year round, including working with the Children's Librarian to prepare an annual Summer Learning Program.
- Create community contacts and provide outreach programming for community organizations that work with teens.
- Assists in preparing exhibits, seasonal book displays and bulletin boards in the library for teens.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Working knowledge of Dewey Decimal system.
- Working knowledge of office equipment and accurate keyboarding skills necessary to manage clerical and cataloging duties.
- Ability to remain professional and courteous while interacting with library patrons.

Education and Experience:

- Bachelor's Degree required
- Prior customer service experience preferred

Pay Rate: Part-time, \$27.96 per hour

To Apply: Please fill out the Onondaga County Application for Open Competitive Examination on the Employment page of our website (please note there is no exam required, we use this application as standard for all positions). Return the application along with cover letter and resume to Hazard Branch Library or email it to the Branch Manager Lauren Cox at lc Cox@onlib.org. **Deadline for submissions is Friday, February 23, 2024, or until the position is filled.**

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

Phone 315-435-1900 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