

Librarian Assistant- Teen Services

The Onondaga County Public Library is committed to fostering a welcoming, inclusive, and accessible environment where people of all backgrounds and identities feel valued and supported. Hazard Branch Library is looking for a Librarian Assistant that will be responsible for planning and implementing teen programs for children ages 12-18. The successful candidate will have a welcoming attitude, be enthusiastic about working with a team, and have a knack for helping people use technology. This position is part-time and will require some evenings and Saturdays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create a welcoming and inclusive space by greeting and assisting all library visitors.
- 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.
- Creates and hosts in-person programming for teens year-round, including working with the Children's Librarian to prepare an annual Summer Reading Program.
- Creates 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.

SKILLS AND ABILITIES

- Friendly, approachable, and welcoming to individuals from all backgrounds and communities.
- Commitment to providing exceptional and inclusive customer service
- Interest and aptitude for learning new technology and helping others develop digital skills
- Sound judgment, reliability, and common-sense decision-making
- Organized, detail-oriented problem solver with a collaborative mindset.
- Ability to multitask in a dynamic customer service setting

REQUIREMENTS

- Bachelor's Degree required

PAY RATE: \$28.80 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 lcx@onlib.org. Deadline for submissions is Friday, October 17, 2025, or until the position is filled.

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