



Northern Onondaga Public Library

NOPL Brewerton
5437 Library Street
Brewerton, NY 13029
P: 315-676-7484
F: 315-676-7463

NOPL Cicero
8686 Knowledge Lane
Cicero, NY 13039
P: 315-699-2032
F: 315-699-2034

NOPL North Syracuse
100 Trolley Barn Lane
North Syracuse, NY 13212
P: 315-458-6184
F: 315-458-7026

Part-Time Library Clerk I – Pop-Up Library

NOPL has an opening for a part-time Clerk to work flexible hours for the Pop-Up Library (our bookmobile), performing routine clerical duties on an automated circulation system. Hours vary seasonally and the schedule may include shifts assigned on short notice. Duties include helping supervising staff set up the Pop-Up at sites, checking materials in and out in the community, promoting library services, and assisting with programming at outdoor and indoor events.

Fast-paced role requiring public contact and good customer service skills. No prior library experience needed; on-the-job training provided. Part-time staff receive sick/vacation time and are eligible for staff association membership.

Pay Rate & Hours: Starting pay is \$16.20/hour. Position is budgeted for 15 hrs/week, with an anticipated increase up to 28.5 hrs/week in summer and fall. Employee may be scheduled at other NOPL branches as needed to ensure the minimum 15 hrs/week is met.

Required Shifts: Festivals on Saturdays and Sundays; other shifts as needed.

Typical Work Activities & Duties:

- Performs routine circulation, reserve, and overdue functions using an automated circulation system; performs routine data entry, searches, and updates to computer records.
- Issues borrowers' cards according to library procedures; inspects returned materials for damage; arranges or files materials according to library filing rules.
- Provides friendly, accurate information to the public on circulation rules and policies.
- Makes and checks routine arithmetic computations; operates office machinery such as computers, photocopiers, fax machines, and self-check-out machines.
- Answers the telephone and takes messages; calls patrons to deliver messages or information on library materials. Reads business emails regularly to stay current on policies and procedures; maintains strict confidentiality of library users' records. Attends staff meetings and keeps work areas neat and clean.

Knowledge, Skills, and Abilities:

- Tact and courtesy with staff and the public; comfortable interacting with all ages.
- Follows oral and written instructions accurately; working knowledge of office technology.
- Dependable and organized; works well under direct supervision.

Requirements:

- High school diploma; reliable transportation and a clean NYS driver's license. This assignment may require driving the Pop-Up Library vehicle.
- Able to stand for extended periods and lift/move bins up to 50 lbs; able to work outside in hot weather.

To Apply: Send a resume and cover letter to Bill Hastings, NOPL Library Director, at whastings@nopl.org.