

Part-Time Page

The Onondaga County Public Library is committed to building a diverse, equitable, and inclusive workplace that reflects the communities we serve. Hazard Branch Library is looking for a part-time Page who shares these values and is enthusiastic about creating a welcoming environment for all.

A page's job includes shelving, sorting, and checking in library materials under the supervision of the Librarian II. The successful candidate for part-time page will have a welcoming attitude, be enthusiastic about working with a team, and have strong technology skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs physical tasks such as pushing carts, sorting, shelving, and searching for library materials
- Checks library materials in and out
- Reads shelves for accuracy of order, re-shelving materials as needed
- Assists with weeding and shifting projects
- Help maintain clean, welcoming, and accessible library spaces.
- Assists in the preparation of displays
- Provide courteous assistance at the circulation desk when needed
- Related work as required

SKILLS AND ABILITIES

- Commitment to fostering an inclusive, respectful, and welcoming environment for all library visitors
- Ability to follow directions and perform routine tasks independently
- Excellent interpersonal skills with tact and courtesy when interacting with diverse staff and community members.
- Basic comfort and willingness to learn new technology and how to use office equipment

AVAILABILITY

- Must be able to work up to 17 hours a week, including some evening and Saturdays

PAY RATE

- \$16.00 per hour

To Apply: We welcome candidates from all backgrounds and experiences. 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 to the Hazard Branch Library or email it to Lauren Cox at lcx@onlib.org. Deadline for submissions is Friday, January 16.

Hazard Branch Library located at 1620 W. Genesee St. Syracuse, NY 13204
Phone 315-435-5426 www.onlib.org Amanda Perrine, Executive Director

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

ONONDAGA COUNTY APPLICATION FOR OPEN COMPETITIVE EXAMINATION Form P-200 rev 07/2025

MAIL OR DELIVER TO: Onondaga County Department of Personnel, 421 Montgomery Street, 11th Floor, Syracuse NY 13202-2959 Phone (315) 435-3537
❖www.ongov.net

Job / Exam Title

TYPE OR PRINT CLEARLY IN INK

Exam #

NAME AND ADDRESS: IMMEDIATE notice should be given to this office if any changes in name or address occur.

Last Name	First Name	Middle	Social Security #
Legal Address:			Mailing Address (If different from legal):
Street			Street or PO Box
Apt/Rd#			City/Village
City/Village			State ZIP
Town			E-Mail Address
School District			Home Phone ()
County			Work Phone ()
State	ZIP		Cell Phone ()

ADDITIONAL INFORMATION

1. If you were ever dismissed or resigned in lieu of dismissal from any public (government) employment due to disciplinary reasons, explain below.
2. If you need special exam arrangements (religious accommodation or disabled), indicate accommodations needed below.

Use This Space For Explanations

VETERAN'S CREDIT: ☐ Veteran ☐ Disabled Veteran ☐ Currently On Active Duty

Documentation of your veteran status (i.e. discharge papers) should be attached to your application or mailed to this department prior to the eligible list establishment date. Current active duty military personnel must provide proof of active military status at time of application to receive conditional credit.

Since January 1, 1951, have you used additional credits as a disabled/non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions? ☐ YES ☐ NO

COMPLETE FOR LAW ENFORCEMENT, CORRECTION, CUSTODY, FIREFIGHTER

1. Are you a citizen of the United States? ☐ YES ☐ NO
2. Date of Birth ____ / ____ / ____
3. Law enforcement, Correction and Custody positions: You must complete form P-202 and attach it to your application.

Payment Enclosed: ☐ Check # _____ ☐ Cash ☐ Money Order ☐ Visa ☐ MC ☐ Discover ☐ Waived (proof must be attached)

DECLARATION (this affirmation *must be signed and dated*) I understand that false statements made herein are punishable as a Class A Misdemeanor, pursuant to section 210.45 of the Penal Law of the State of New York. I declare that, subject to the penalties of perjury, any statements made on this application and any attachments are the truth and to the best of my knowledge correct.

APPLICANT'S SIGNATURE _____ **DATE** _____

PERSONNEL DEPARTMENT USE ONLY: Reviewer _____ Date _____ Approved ☐ Disapproved ☐

Comments: _____
Recv'd By _____

Name _____

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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
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			

**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.