

### **Part-Time Page**

The Onondaga County Public Library is committed to building a diverse, equitable, and inclusive workplace that reflects the communities we serve. Mundy 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 2. 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 evenings and Saturdays

#### **PAY RATE**

- \$16 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 Mundy Branch Library or email it to Anne Gregory at [agregory@onlib.org](mailto:agregory@onlib.org).  
Deadline for submissions is May 31, 2026.

Mundy Branch Library located at 1204 S. Geddes St. Syracuse, NY 13204  
Phone 315-435-1900 [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



Name \_\_\_\_\_

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.