

ONONDAGA FREE LIBRARY

SUBSTITUTE LIBRARY CLERK

Examples of Duties

- Manages and performs circulation responsibilities including circulation of library materials along with related record keeping & procedures.
- Performs circulation duties including checking items out to patrons, checking items in, shelving materials, processing holds, taking payments, and processing system deliveries.
- Answers questions by patrons which do not require the services of professional staff; refers patrons to professional staff when necessary.
- Assists staff with programming and operational duties as assigned.
- Performs other duties as assigned by the library director.

Required Knowledge and Abilities

- Dedication to libraries and the delivery of outstanding customer service.
- Strong customer service skills; patience, courtesy, tact, and a sense of humor.
- Excellent attention to detail and ability to follow procedures consistently.
- The use of computer software, hardware, databases and the internet.
- The ability to remain positive in stressful situations.
- Effectively listen to employees and patrons as part of understanding needs.
- Manage several projects at once and adapt to changing library needs.

Desirable Knowledge and Abilities

- Prior library experience is preferred.
- POLARIS circulation system experience is preferred.

Minimum Qualifications

High school diploma

Work Schedule

This position is part time with varying hours based on schedule needs. Must have availability for day, evening and weekend hours and be able to work on short notice.

Compensation and Benefits

Compensation range is \$15.50-16.50 per hour. Benefits include paid sick leave.

To Apply

Email a completed job application from the library website to the attention of:

Susan Morgan
Library Director
Onondaga Free Library
4840 West Seneca Turnpike
Syracuse, NY 13215
admin@oflibrary.org

Only candidates selected for an interview will be contacted.

Application Deadline is 5:00 PM on Friday, September 19, 2025.