



Part-Time Library Clerk

The Northern Onondaga Public Library has an immediate opening for a part-time Library Clerk to work 15-20 hours per week at our Brewerton branch, fixed and flexible shifts.

Fixed shifts:

Monday 3:30 PM-8:00 PM

Tuesday 3:30 PM-8:00 PM

Wednesday 3:30 PM-8:00 PM

Potential for extra shifts on the occasional Thursday (5-8pm) or Saturday (9:30am-2pm) when needed.

Job Description: This position requires strong customer service skills, understanding and ability to work with people of all ages, the ability to juggle multiple demands, and a knowledge of and comfort with current technology. The clerk will assist in circulation, shelving, assisting patrons, and perform other duties as assigned.

Pay Rate: Starting pay is \$16.20 per hour.

Benefits: Part-time staff members are eligible to join the New York State Retirement System and receive some employee benefits (vacation and sick leave).

Duties/Description: Provide customer service at the circulation desks and perform other tasks in the libraries as needed.

Minimum Qualifications: High School diploma or equivalency required.

To Apply: Send a resume and cover letter to Angela Newman, NOPL Brewerton Branch Manager at anewman@nopl.org

Deadline: Until filled