

Librarian Assistant – Program Support at Paine Branch Library

Paine Branch Library is seeking a part-time Librarian Assistant (LA) to provide program support for all ages. Under the direction of the Branch Manager, the LA for Program Support will work with the Children's Librarian, Adult Services Librarian and the LA for Teen Services & Technology to help plan, organize, and host library programs and events. The successful candidate will have excellent public service and technology skills and an appreciation for working in an urban neighborhood. This position is part-time and may involve evenings and Saturdays.

Job Duties and Responsibilities:

- Provide excellent customer service to patrons at the circulation desk, including helping with technology and library equipment, and having a patient and kind demeanor with patrons
- Work with librarians and LA in planning, organizing and hosting programs for patrons of all ages
- Help with room setup and takedown, technology as well as preparing materials for programs
- Create library marketing materials and help publicize library events
- Help promote the library's collection and services, perform reference, reader's advisory, and circulation functions and guiding customers on the use of a wide array of library resources
- Contribute to highlights, reports, statistics for the Library Manager's monthly reports

Required and/or preferred knowledge, skills and experience:

- Excellent technology and customer service skills
- Work well in collaborative relationships and projects
- Ability to work independently and meet deadlines
- Enjoy working with individuals of varying age, education and experiences
- Excellent verbal and written communication skills

Availability:

- Must be available to work up to 17 hours per week, including some evenings and Saturdays

Requirements:

- Bachelor's degree from a regionally accredited college or university
- 1-3 years of relevant experience preferred
- Strong technology background

To Apply: 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, the application is standard for all positions). Return the application with cover letter and resume to the Paine Branch Library or email it to the Library Manager, Celeste Moore at cmoore@onlib.org. Applications will be accepted through Friday, June 7, 2024.

Paine Branch Library located at 113 Nichols Avenue, Syracuse, NY 13206

Phone 315-435-5445 Fax 315-435-3553 www.onlib.org

Dawn Marmor, Executive Director

Beauchamp Branch * Betts Branch * Hazard Branch * Mundy Branch

Paine Branch * Petit Branch * Soule Branch * White Branch