

Library Clerk 2 – Beauchamp and Soule Branch Libraries

OCPL is seeking individuals who are passionate about giving great customer service as part of a strong team of staff in our city branch libraries. The Library Clerk II will be responsible for processing new library materials, training and supervision of Clerk I and Page staff, daily money handling tasks, and direct customer service at the library's circulation desk. We are currently filling full-time provisional positions at Beauchamp and Soule Branch Libraries. Pursuant to the Civil Service Rules for provisional appointments, you will be required to take the next Civil Service exam for this title, pass and be reachable for permanent appointment. These positions will require some evening and weekend hours.

Beauchamp Branch is located on the Southside of Syracuse, serving a diverse and engaged community of all ages. Soule Branch is located on the Eastside of the city, across the street from LeMoyne College, serving a large population of recent college graduates and young families. Both libraries serve as safe, welcoming spaces for the community to gather to read, study, socialize, and participate in events and programs that enhance their lives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Customer Service

- Provide regular public service to all patrons at the library's circulation desk, check books in and out, and assist patrons with registering for a new library card
- Answer basic questions from patrons, in person and over the phone, and direct patrons with more in-depth or lengthy questions to the librarian
- Assist library patrons in the use of computers and office equipment
- Talk to library patrons about our programs and services
- Assist with the opening and closing of the library
- Demonstrate tact and courtesy in dealing with staff and members of the public

Materials and Money Handling

- Receive and process "new" items for the library's catalog, and ensure proper cataloging based on designated collections and age groups
- Run reports at the request of supervisor, to assist in locating materials for patron holds, assessing usage, and weeding materials from the library's collections
- Order and process materials requested by our patrons through the Interlibrary Loan service
- Oversee and maintain office supply inventory and order supplies as necessary
- Reconcile daily cash receipts and make regular bank deposits

Training and Supervision

- Help train and supervise clerical and page staff
- Maintain knowledge of current library policies, procedures, processes, and operations
- Represent the library at clerical and other training meetings

Other:

- Collaborate with other departments within OCPL
- Keep relevant statistics and records
- Stay up to date on professional developments through participation in system meetings, workshops, and continuing education opportunities

- Be an ambassador for OCPL in the community
- Other duties as assigned by supervisor

Skills and Abilities:

- You provide and model excellent customer service that is culturally respectful; you know the importance of making the library accessible to all, and you value inclusion and diversity
- You have excellent written and verbal communication skills
- You are highly organized and able to manage multiple projects simultaneously, prioritize effectively, and adapt flexibly to changing priorities
- You have strong technology skills and a high comfort level with technology
- You possess supervisory skills

Salary: \$41,283

Requirements:

- Promotion — one (1) year of permanent competitive class status in the title of Library Clerk I
- Open-Competitive — One (1) year of library clerical experience, or its part-time equivalent

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To Apply: Please submit a County application found on the Onondaga County Personnel website, cover letter and resume to René Battelle, OCPL Administrator, via mail at Onondaga County Public Library, 447 S. Salina Street, Syracuse NY 13202, or email at rbattelle@onlib.org. Applications will be accepted through Friday, May 17, 2024.

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494

Phone 315-435-1900 www.onlib.org Dawn Marmor, Executive Director

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