

Part-Time Clerk I – Beauchamp Branch and Central Library

OCPL is currently seeking candidates for Part-Time Library Clerk I at Beauchamp Branch and Central Library. The successful candidates will have a welcoming attitude, be enthusiastic about working with a team, and have a knack for helping people use technology. Beauchamp Branch Library is located in the Southside neighborhood on South Salina Street, and Beauchamp staff also help out at the Southwest Community Center Library on South Avenue. Central Library is located in the busy neighborhood of Downtown, and serves a diverse community of patrons across three floors including a MakerSpace on the first floor and a Local History Department on the third floor. These positions will require some evening and weekend hours.

Your responsibilities:

- You welcome customers into our library and ensure a great experience.
- Out on the floor and in the stacks, you help customers with a computer question or accessing the library's wireless, finding a movie, or teaching them about our e-resources.
- You take pride in our library, ensuring it is clean and tidy and the displays are refreshed.
- You talk to library customers about our programs and services.
- You register customers for library cards, help them with fees, request a book through ILL, assist with copying, faxing and printing, or help them with basic computer needs.
- You are comfortable with computers and can help with e-mail, answering Microsoft product questions and navigating the Internet.
- You are there to lend a hand if needed and do whatever needs to be done.

Skills & Abilities:

- Excellent customer service skills
- Ability to multitask in a fast paced environment
- Ability to work independently and as a team
- Excellent verbal and written communication skills
- Basic knowledge of computer applications, such as word, excel, e-mail, and calendars

Pay Rate: \$19.50 per hour

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, we use this application as standard for all positions). Return the application along with cover letter and resume to the Central Library or email it to René Battelle, Administrator for Public Services, by July 26, 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