



People are the core of Otsego Northern Catskills BOCES. ONC BOCES administrators, program managers, faculty and staff are experts in their fields who build effective partnerships with component school districts. ONC BOCES focuses on ways to both lead and support our component school staff, students and communities. Our partnerships with school districts and our communities help us provide the best possible education for learners of all ages and abilities.

- Position:** Media Services Coordinator — Full-time, 12-month, Unit Support, Competitive Civil Service position.
- Location:** Instructional Support Services Center in Oneonta.
- Qualifications:** Either: (A) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees with an Associate’s Degree, or higher, in Library Science; OR (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience or its part-time equivalent in a library or similar setting.
- Excellent organization, communication, collaboration and technology skills; able to learn or be proficient in Microsoft and Google productions; able to learn or be proficient in library cataloging methods and the able to lift up to 40lbs preferred.
- Responsibilities:** The successful candidate will be responsible for performing specialized library clerical duties in support of the School Library System Media Library collection and the Inter-Library Loan Collection which includes but is not limited to: organizing and maintaining the collection, maintaining online databases, assist in acquiring materials, collaborate and assisting with offering training workshops and assisting customers.
- Starting Date:** August 3, 2020
- Application Deadline:** Open until filled.
- Salary:** \$24,750, additional based on education.
- Apply To:** [www.olasjobs.org/southern](http://www.olasjobs.org/southern)
- Further Information Contact:** [humanresources@oncboces.org](mailto:humanresources@oncboces.org)
- Additional Information:** Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list. The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.
- The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.