

Albany Public Library
Four Temporary Library Assistant Positions Available
Central Branches - East Branches - West Branches
May 7, 2019

Candidates must meet the minimum qualifications to apply

General Statement of Duties: Under the supervision of the Librarian III at each service location, this employee will provide support for library programming and other related activities.

Classification: Library Assistant (Temporary)

Job Description:

Employees in this classification in the service departments will routinely participate in the following activities: Provides support in planning and implementation of library programming and related activities. Library assistants are involved with the promotion of library programs and services through displays, planning, conducting and evaluating programs under the supervision of higher-level staff, and providing instructions to the public in the use of library resources and other tasks of a similar nature as necessary. On the job training is provided under the supervision of higher-level staff.

Required Skills and Abilities: This position requires strong interpersonal skills, particularly tact and courtesy in dealing with the public and coworkers, basic computer skills, a working knowledge of general library operations, the ability to understand and follow oral and written instructions, flexibility in work schedule, a good sense of humor, and a positive work attitude. Ability to work as part of a team is a must.

Minimum Qualifications:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree; OR
- B. Completion of at least 60 credit hours of college coursework.

Work Schedule: A combination of day, evening and weekend hours up to 18.5 hours per week from late June-August 2019.

Supervisor: Librarian III

Salary: \$18.19 per hour

Deadline: Until filled

Apply to: Marjorie K. Reinhart, Human Resources & Finance Manager
161 Washington Avenue
Albany, NY 12210
reinhartm@albanypubliclibrary.org

Albany Public Library is an AA/EO institution and is committed to increasing diversity within its organization.