

**Albany Public Library**  
**Temporary Positions Available**  
**PT Library Assistant – Central Branches**  
**10/20/20**

**General Statement of Duties:** Works together with other public service employees to provide quality information and customer services to customers of the Albany Public Library. Library employees may be assigned other duties in addition to direct public service.

**Classification:** Library Assistant

**Job Description:**

Employees in this classification routinely participate in the following activities: assist customers using the public computers including routine computer usage and printing questions, provides directional assistance in the use of library facilities and collections, answers and directs telephone calls, reserves requested materials, and performs various stack maintenance tasks related to the collection. In addition to these routine activities, Library Assistants may also be involved with the promotion of library materials through displays, planning and conducting programs under the supervision of higher-level staff in the department, and providing instruction 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:** The ideal candidate for this position will bring a familiarity with adult fiction and nonfiction, popular culture and current library technologies; the ability to perform both independently and as a team member; aptitude for planning and conducting adult programming; an energetic approach to outreach to community organizations; enthusiasm, courtesy, and a sense of humor in communication with public and staff. 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:** Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or 60 college credit hours.

**Work Schedule:** Monday – Friday 20 hours per week. This position covers a leave of absence from October 2020 – March 2021.

**Supervisor:** Head of Central Branch Services

**Salary:** \$18.83 per hour or current salary

**Deadline:** Until Filled

**Apply to:** Marjorie K. Reinhart, Human Resources & Finance Manager  
161 Washington Avenue  
Albany, NY 12210  
[reinhartm@albanypubliclibrary.org](mailto:reinhartm@albanypubliclibrary.org)

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