

Albany Public Library
External Posting - Part Time Library Clerks
June 28, 2021

Provisional appointment. Candidates must pass the library clerk exam after appointment. Candidates must be residents of the City of Albany.

General Statement of Duties: Works together with other public service employees to provide quality service to customers of the Albany Public Library. May be assigned other clerical duties in addition to direct public service.

Classification: Library Clerk

Job Description: This position involves performing routine library clerical duties necessary for the proper organization and distribution of library materials and providing direct service to the public. Employees in this department routinely participate in the following activities: handling routine circulation, reserve and overdue functions, issuing borrower cards, collection of fines and fees, searching and updating computer records, scheduling room reservations, stack maintenance, and a variety of other activities. On the job training is provided under the supervision of higher-level personnel.

Required Skills and Abilities: This position requires strong interpersonal skills, particularly tact and courtesy in dealing with the public and coworkers, a working knowledge of general office procedures, the ability to understand and follow oral and written instructions, flexibility in work schedule, a good sense of humor, and a positive work attitude.

Minimum Qualifications: Possession of a high school or equivalency diploma and either:

- (A) One (1) year of general clerical experience after graduation; **OR**
- (B) Satisfactory completion of 30 credits* at a recognized college or business school may be substituted for the above experience; **OR**
- (C) A satisfactory equivalent combination of training and experience as defined by the limits of (A) and (B) above.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary degree-granting institution.

Work Schedule: The work schedule will be a combination of day, evening and weekend hours with a total of 28.5 hours per week.

Supervisor: Branch Manager/Head of Branch Services

Salary: \$13.74 or \$13.95 (after 7/1/21)

Deadline: Until filled

Application available at www.albanypubliclibrary.org/employment. Candidates can leave applications at any library location or send to reinhartm@albanypubliclibrary.org

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