

Albany Public Library
External Posting
Temporary Positions Available
PT Library Assistant -Washington Avenue Branch
1.16.2024

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 Temporary

Job Description:

Provides library service to patrons, prepares for and conducts story times and other programs; assists in maintaining the department's collections; promotes use of library materials and services; performs outreach to schools and community agencies as needed. In addition to these routine activities, Library Assistants may also be involved with the library materials 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. Employees in this classification routinely participate in the following activities: answers and directs telephone calls, reserves requested materials, and performs various stack maintenance tasks related to the collection. 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 current book trends, library technologies, popular culture, and community information resources; 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 and courtesy in communication with public and staff. This position requires strong interpersonal skills, basic computer skills, a working knowledge of general library operations, the ability to understand and follow oral and written instructions, and flexibility in work schedule.

Minimum Qualifications:

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

Work Schedule: A combination of day, evening and weekend hours up to 28 hours per week is required.
This position covers a leave of absence projected from February 2024 until April 2024.

Supervisor: Washington Avenue Branch Managers

Salary: \$20.37/hour

Deadline: January 18, 2024

Apply to: **Send cover letter, resume and 3 professional references including email addresses to:**
Human Resources
161 Washington Avenue
Albany, NY 12210
hr@albanypubliclibrary.org

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