

Title: Part Time Library Assistant Adult Services
Classification: Library Assistant
Location: Washington Avenue Branch
Reports to: Washington Avenue Branch Manager
Updated: 7/1/2025

External Post

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. The Library Assistant may be assigned non-librarian duties in addition to direct public service. The work is performed under the general supervision of a Librarian.

Job Description:

The successful candidate will assist the Librarian in:

- Provides circulation and reference and technology assistance
- Performs a triage function
- Funnels reference questions requiring interpretation to the Librarian
- Assists Librarian in cataloging, collection development, interlibrary loan, or index applying library principles
- Prepares exhibits and displays; conducts tours, book talks
- Assists in maintaining supplies and equipment, and assists librarian I with staffing the Albany Made Creative Lab, the library's makerspace
- Maintains multi-media scheduling and program scheduling
- Maintains and operates audio-visual material; conducts programming
- Enters and retrieves information in an automated information system
- Performs stack maintenance
- Performs other duties as assigned

Required Skills and Abilities:

- Familiarity with current book trends, library technologies, popular culture, and community information resources
- Ability to both works independently and as a team member
- Attention to detail and ability to follow procedures consistently
- Knowledge of layout, writing and public relations skills
- Working knowledge of basic computer systems procedures
- Ability to recognize the titles of and retrieve basic reference sources as requested by patrons;
- Ability to do library research at user level
- Demonstrates ability to operate and maintain audio-visual equipment
- Ability to express ideas clearly and accurately both orally and in writing
- Demonstrates ability to read and comprehend written material
- Performs duties with tact and courtesy in dealing with staff and public
- Physical conditions commensurate with the demands of the position

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.

Salary: **\$21.40/hour**

Deadline: **July 11, 2025**

Apply to: **Send cover letter, resume and 3 professional references including email addresses to:**
hr@albanypubliclibrary.org

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