



Job Title: Part Time Library Assistant Adult Services
Classification: Library Assistant
Location: Pine Hills Branch
Report To: Pine Hills Branch Manager
Updated: July 23, 2025

External Posting

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. The work is performed under the general supervisor on a Librarian

Job Description:

- Provides library service to patrons
- Answers and directs telephone calls
- Reserves requested materials
- Performs various stack maintenance tasks related to the collection
- Assists in maintaining the department's collections
- Promotes use of library materials and services
- Performs outreach to community agencies as needed
- 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
- Providing instruction to the public in the use of library resources and other tasks of a similar nature
- Other duties as assigned

Required Skills and Abilities:

- Familiarity with current book trends, library technologies, popular culture, and community information resources
- Ability to perform both independently and as a team member
- Aptitude for planning and conducting adult programming
- Possess energetic approach to outreach to community organizations
- enthusiasm and courtesy in communication with public and staff
- Demonstrates strong interpersonal skills especially when working with patrons of the library
- Possess basic computer skills
- Working knowledge of general library operations
- Ability to understand and follow oral and written instructions
- 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.
- C. Internal candidates must be reachable on the Library Assistant canvas list or already appointed in the classification to apply.

Work Schedule: A combination of day, evening and weekend hours up to 28 hours per week is required.

Salary: **\$21.40/hour**

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

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