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Title: Part Time Temporary Library Assistant

Classification: Temporary Library Assistant

Location: Pine Hills Branch

Reports to: Pine Hills Branch Manager

Updated: 1/22/2026

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. 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 library service to patrons
- Performs various stack maintenance tasks related to the collection
- Performs a triage function, funneling reference questions
- Conducts tours, book talks
- Maintains multi-media scheduling
- Prepares for and conducts story times
- Assists in maintaining the department's collections
- Promotes use of library materials and services
- Performs outreach to schools and 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 both work 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 of 28 hours per week is required.

Monday- 12pm-8pm
Tuesday- 12pm-6pm
Wednesday- 12pm-6pm
Thursday- 10am-6pm
Saturday 10am-6pm rotation every four weeks

This position is temporary from February 2026 to May 2026

Salary: \$21.40/hour

Deadline for submission of resume: Thursday, February 5, 2026

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.