



# Albany Public Library

[www.albanypubliclibrary.org](http://www.albanypubliclibrary.org)

**Title:** Part Time Library Assistant Youth Services  
**Classification:** Library Assistant  
**Location:** Washington Avenue Branch  
**Reports to:** Washington Avenue Branch Manager  
**Updated:** 12/31/2025

## 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. 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 18 hours per week is required.

Thursday- 4pm-8pm

Friday- 10am-6pm

Saturday- 10am-5pm

**Salary: \$21.40/hour**

**Deadline for submission of resume:** Wednesday, January 7, 2026

**Apply to: Send cover letter, resume and 3 professional references including email addresses to:**

Human Resources

[hr@albanypubliclibrary.org](mailto:hr@albanypubliclibrary.org)

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