

Albany Public Library
2 - TEMPORARY - Part-Time, Library Assistants
Pine Hills
June 23, 2023

The Albany Public Library (APL) is looking for two part-time, temporary Library Assistants to join our dynamic, forward-thinking team. The successful candidates will report to the Head of West Branches

This position entails a combination of day, evening and weekend hours with up to 28 hours available weekly.

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 involves non-librarian duties and is performed under the general supervision of a Librarian.

Classification: Library Assistant (Temporary)

Job Description:

The successful candidate will assist the Librarian in providing circulation and reference and technology assistance; performs a triage function, funneling reference questions requiring interpretation to the Librarian; assists Librarian in cataloging, collection development, interlibrary loan, or index applying library principles as directed by a Librarian; prepares exhibits and displays; conducts tours, book talks; 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 related work as required.

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; good attention to detail and ability to follow procedures consistently; good 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; ability to operate and maintain audio-visual equipment; ability to express ideas clearly and accurately both orally and in writing; ability to read and comprehend written material; 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.
This position runs for 3 months, July through September 2023

Supervisor: Head of West Branches

Salary: \$19.59/hour

Deadline: Until Filled

Apply to: Send cover letter, resume and 3 professional references including email addresses to:
Melanie Metzger – Assistant Director
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.