

Albany Public Library
TEMPORARY - Part-Time Library Clerk (2 openings)
Howe Branch
July 28, 2023

General Statement of Duties:

Under supervision, an incumbent in this class performs routine clerical library work at the Albany Public Library. Work is primarily routine in nature and involves standard clerical tasks in support of the operation of the library. Work involves using automated office systems. Supervision is not a requirement of this position.

Classification: Library Clerk

Job Description:

This position involves performing routine library clerical duties necessary for the proper organization and distribution of library materials and providing direct service to the public. Employees in this department routinely participate in the following activities: opens and sorts library materials; enters and retrieves information in an automated information system and point of sale systems, prepares invoices and other order forms, and files cards; assists in maintaining an adequate inventory of books and supplies; prepares material for addition to library's collection and for shelving; labels library materials in accordance with established procedures; issues and mails overdue notices; secures special books and other library materials as requested; repairs library materials; provides information to readers and library users and assists them in the use of the automated library system and audio-visual equipment; day set-up audio-visual equipment and provide support during library programs; distributes books, periodicals, media, etc., at the circulation desk; performs stack maintenance; performs related work as required.

Required Skills and Abilities: This position requires strong interpersonal skills, particularly tact and courtesy in dealing with the public and coworkers; a working knowledge of general office procedures, personal computers and office equipment; the ability to understand and follow oral and written instructions; the ability to assist others in the use of library facilities, including automated systems; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Possession of a high school or equivalency diploma and either:

- A) One (1) year of general clerical experience after graduation; **OR**
- B) Six (6) months of customer service or retail experience; **OR**
- C) Satisfactory completion of 30 credits* at a recognized college or business school; **OR**
- D) A satisfactory equivalent combination of training and experience as defined by the limits of (A) and (C) above.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary degree-granting institution.

Work Schedule: The work schedule will be a combination of day, evening and weekend hours up to 28 hours per week is required. This is a temporary appointment from August 2023 through October 2023 with the possibility of an extension up to 6 months.

Supervisor: Head of East Branches

Salary: \$15.10/hour

Deadline: August 11, 2023

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

Human Resources
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.