

Albany Public Library
Part Time Community Engagement Clerk
Howe Branch
August 16, 2023

General Statement of Duties: Works to ensure a safe and enjoyable library environment for staff and library including the patrol of the building and grounds.

Classification: Community Engagement Clerk

Job Description: This position ensures all patrons enjoy a safe place; support library staff when dealing with patrons; triage library workplace violence incidents and finds immediate resolutions including contacting appropriate authorities. This position requires contacting parents and school staff to create seamless expectations for youth behavior in the schools, library and the community at large. This position requires acting as a community liaison on youth issues; serve as a role model; conduct programming to entertain, educate and engage youth. The incumbent is also responsible for conducting activities and events that support the personal, social, cultural and academic growth of young people. The work is performed under direct supervision of a librarian or other supervisory library staff member with leeway permitted for the exercise of independent judgement in carrying out the details of the work.

Required Skills and Abilities: This position requires strong interpersonal skills; knowledge of the neighborhood and community; ability to deal and resolve conflict; ability to work with youth; ability to communicate information to patrons; ability to interpret social incidents and concerns to police and representatives whenever required; ability to represent the library; friendliness; good judgement and physical condition commensurate with the demands of the position.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma.

Special Requirements: Applications must meet all training and registration requirements as established under NYS General Business Law. These requirements include pre-assignment training, yearly training and fingerprint and employment history registration.

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

Supervisor: Head of East Branch

Salary: \$16.00 / hour

Deadline: Until Filled

Apply to: Complete the application on our website at:

https://www.albanypubliclibrary.org/wp-content/uploads/2022/01/JobApplication_1.22.pdf

And return 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.