

**Albany Public Library**  
**Part-Time Community Engagement Clerk**  
**Arbor Hill/West Hill Branch**  
**October 25, 2023**

**General Statement of Duties:** Works to ensure a safe and enjoyable library environment for staff and patrons.

**Classification:** Community Engagement Clerk

**Job Description:**

This position involves the responsibility for ensuring a safe and enjoyable library environment. In general, the incumbent responds to incidents of conflict in the library workplace and finds immediate solutions, including contacting appropriate authorities. Incumbent also acts as a community liaison and assists with various library programming. The work is performed under direct supervision of a librarian or other supervisory library staff member with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Supervision is not a responsibility of this class.

**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 appropriate authorities whenever required; ability to serve as a positive role model for library and community youth; 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:** Arbor Hill/West Hill Branch Manager

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

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