



Albany Public Library

www.albanypubliclibrary.org

External Job Posting

Job Title: Part Time Librarian I
Classification: Librarian I
Location: Bach Branch
Report To: Bach Branch Manager
Updated: July 31, 2024

General Statement of Duties: The incumbent is responsible for entry level professional librarian duties. Incumbents in this class are expected to learn the specific applications of professional training under the supervision of professional librarians in higher level positions. Instructions may be issued at the beginning of each new assignment. Incumbents are assigned work progressively more difficult as their experience in the field broadens. Supervision may be exercised over other library personnel.

Job Description:

- Provide reader advisory and guidance services to library users
- Answers reference and research questions for library users
- Instructs public on the proper use of library resources
- Assists in collection development, recommending titles for purchase and/or deletion
- Supervises the work of clerical, paraprofessional and volunteer personnel
- Performs on-line computer searches of databases
- Compiles bibliographies
- Conducts tours, book talks, programs, story times
- Serves as a liaison for activities with community groups or other libraries
- Prepares statistical and/or narrative reports, memoranda and correspondence
- Keeps informed of professional developments through attendance at professional organizations, meetings, workshops, continuing education courses and reading professional materials
- Enters and retrieves information in an automated information system
- Performs stack maintenance
- Other duties as assigned

Required Skills and Abilities:

- Familiarity with current book trends, library technologies, popular culture, and community information resources
- Ability to perform both independently and as a team member
- Aptitude for planning and conducting programming
- Energetic approach to outreach to community organizations
- Enthusiasm and courtesy in communication with public and staff
- Strong interpersonal skills
- Demonstrates basic computer skills
- Working knowledge of general library operations

- Ability to understand and follow oral and written instructions
- Flexibility in work schedule

Minimum Qualifications:

- Graduation from a registered college or university accredited by the American Library Association or registered by the NYS Education Department to grant degrees with a Master's Degree* in Library Science, Information Services or equivalent.
- Internal candidates must be reachable on the Librarian I canvas list or currently appointed in that classification.

*Minimum qualifications are in accordance with New York State Education Department Division of Library Development.

Special Requirement:

Eligibility and application for a New York State Public Librarian's Professional Certificate at the time of appointment

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

Salary: **\$29.04/hour**

Deadline: **Until Filled**

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