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Now Hiring!

Part-Time Library Assistant, Adult & Information Services

POSITION OVERVIEW:

The East Greenbush Community Library is seeking a dynamic, community-focused individual who is technologically savvy, committed to diversity, equity, and inclusion, and works well in a team environment. The ideal candidate will be capable of providing excellent reference service and readers' advisory at a busy public service desk.

KEY RESPONSIBILITIES

May include, but are not limited to:

- Provide accurate reference service
- Assist patrons in the use of the library's collections and services
- Assist in the planning, promotion, and presentation of programs for adults
- Provide basic device and computer assistance
- Plan and create displays of materials

MINIMUM QUALIFICATIONS:

- Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree; or
- Graduation from a regionally accredited or New York State registered college or university with an associate's degree and two (2) years of library experience
- Must be eligible for a provisional appointment as a Library Assistant under civil service rules

PREFERRED QUALIFICATIONS

- Customer service experience
- Strong computer skills
- Team player
- Enthusiasm for our library community!

COMPENSATION:

\$22.21 – \$27.61/hour Placement within this range is based on relevant experience, following the library's step schedule.



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ASSIGNMENT: Ideally, this part-time position will consist of every other weekend (Saturday from 10:00 am to 5:00 pm and Sunday from 1:00 pm to 5:00pm) and Tuesday OR Wednesday evenings from 5:00 pm to 8:00 pm. This schedule is flexible, but Saturday availability is a must. There is potential for additional hours.

REPORTS TO: Head of Adult & Information Services

BENEFITS:

- Employee Assistance Plan
- Paid sick leave
- Paid family leave
- (Optional) enrollment in NYS Retirement System
- Supportive and mission driven team

APPLICATION INSTRUCTIONS: This is a civil service position; appointments are provisional; and the successful candidate must take the required exam when available.

Civil Service applications are available in person at the library or [online](#).

Please submit your Rensselaer County Civil Service application (leave the social security line blank), resume, cover letter, and three professional references to search@eglibrary.org or deliver them in person (attn. Reni Cunningham). Applications will be reviewed as they are received.

*Review of applications will begin immediately. The deadline for applying for this position is **Friday, June 5.***

ABOUT US:

At the East Greenbush Community Library, we are dedicated to being a vibrant community hub where learning, creativity, and connection thrive. With a strong commitment to diversity, equity, and inclusion, we aim to inspire learning, imagination, collaboration, and compassion by providing our community with equitable access to resources in a welcoming environment. Serving over 100,000 patrons each year, we circulate more than 250,000 items and host programs that engage over 25,000 participants. Proudly recognized by the Times Union as the region's Best Library (2nd place) for six consecutive years, we're excited to expand our team with individuals who share our passion for making a meaningful impact.