



Utica Public Library
Library Assistant (Part Time) – Reference Department – 2 Positions

Utica Public Library is looking to hire two new members in its Reference Department in an active and vibrant urban public library. Prospective candidates should enjoy working with a diverse population and delivering high quality customer service with tact, courtesy and professionalism.

POSITION: Library Assistant (Part Time) – Reference Department

SPECIFIC DUTIES (Illustrative)

- Work scheduled hours at the Reference Desk providing reference service to patrons who call, email, or visit.
- Provide informal assistance to patrons using computers as well as their personal digital devices such as laptops, cell phones, and tablets.
- Assist patrons in accessing information by instructing them in the use of the online catalog, indexes, Internet and other sources.
- Process reserve and interlibrary loan requests for patrons.
- Work cooperatively with other staff in the provision of information.
- Assist patrons with printing, scanning, and use of other library equipment.
- Other duties as assigned.

WORK SCHEDULE:

18 hours per week for each position; Combination of daytime hours and two evening shifts, and Saturday hours as needed

QUALIFICATIONS

Associates Degree or completion of a minimum of two years of college study (required)
Working knowledge of various software applications, the Internet, and online resources
Ability to work with a diverse group of library users
Ability to work cooperatively with colleagues to create a cohesive team
Commitment to customer-centered, quality public library service
Excellent communication skills

STARTING PAY: \$17.74/hour

BENEFITS: New York State Retirement, Paid Family Leave, EAP, NYS Mandated Disability Insurance, Workers Compensation, NYS Deferred Compensation

HOW TO APPLY: Please submit a cover letter, resume, and contact information for 3 professional references via e-mail ONLY, with: Library Assistant (Part Time) – Reference Department in the subject heading to: apply@uticapubliclibrary.org

APPLICATION DEADLINE: Applications Accepted Until Filled