



Job Opening

Join Our Team as a Part-Time Library Assistant (Adult & Youth Services)

Position overview: Under the guidance of the Head of Adult Services and the Head of Youth Services, you will assist with reference tasks, respond to information inquiries, instruct children and their caregivers, and support outreach and other activities. Additionally, this role would also assist with holds and interlibrary loans and may help perform basic collection maintenance duties such as weeding and evaluating materials for circulation.

Key Responsibilities:

- Provide reference and readers' advisory services to a diverse audience, including adults, young adults, and children.
- Assist patrons with our online catalog and other electronic resources, guiding them in internet use and printing.
- Manage holds and interlibrary loan requests efficiently.
- Answer inquiries from the public in person, via phone, and electronically.
- Represent the library at community outreach events as needed.
- Participate in special projects as required.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree or equivalent experience in a public library setting.
- Proficient in navigating PC office environments and internet browsers to utilize the Library's Evergreen catalog and Integrated Library System (ILS) - mobile devices and knowledge of Google Suite a plus.
- Strong understanding of modern library science principles and practices, knowledge of bibliographic resources, and familiarity with automated library systems and databases.
- Strong customer service, communication, and organizational skills, with the ability to build and maintain positive relationships with patrons and team members.
- Proven ability to work well under pressure, prioritize tasks, and pay attention to detail.
- Demonstrated customer service experience.
- Bilingual (English/Spanish) preferred; must be reliable and willing to work a flexible schedule.

Benefits include vacation, sick leave, membership in the NYS Retirement System, 401(k) options, and other voluntary benefits.

Compensation: \$24-\$26 per hour, depending on qualifications and experience.

This part-time, non-exempt position requires 17 hours per week. The preferred schedule is Monday from 2-7 PM; Tuesday, Thursday, and Friday from 1-5 PM.

Interested candidates should submit their resume and a cover letter detailing their experience and qualifications using the link below:

<https://form.jotform.com/253455255762159>

Application Deadline: January 16, 2026, or until the position is filled.

The Field Library is an Equal Employment Opportunity employer.