



Part-Time Library Assistant

Do you want to work for an award-winning public library serving an engaged and diverse community? The Adult Services Department of the Ossining Public Library is seeking a **community-focused, mission-driven Library Assistant** to join our team.

The Library Assistant provides welcoming, patron-centered service in a dynamic public library environment. The successful candidate will assist patrons with reference and information needs, provide readers' advisory services, support collection development, help patrons use technology, coordinate and present programs, and participate in community outreach and engagement efforts.

The Library Assistant works collaboratively across departments and with Library administration, community groups, and partner organizations. The position also contributes to the planning and assessment of collections, programs, and services, with a focus on equity, diversity, inclusion, and responsiveness to community needs.

Key Responsibilities and Qualifications

- Provide excellent, welcoming customer service to patrons from a wide range of backgrounds and experiences.
- Provide reference assistance, referrals, and readers' advisory services.
- Assist with collection development and the planning and assessment of library collections and services.
- Plan, coordinate, and present programs for adults.
- Identify and participate in community outreach and engagement opportunities.
- Assist patrons with current technologies and provide technology instruction.
- Work effectively both independently and collaboratively.
- Communicate clearly and effectively, both orally and in writing.
- Demonstrate sound judgment, resourcefulness, enthusiasm, flexibility, and a positive attitude.
- Ability to understand and speak Spanish is preferred.
- Perform other duties as assigned.

Sundays, 1:00–5:00 p.m., September through June. Evening and Saturday availability is also required.

Compensation: \$29.68–\$37.65 per hour

Minimum Qualifications

Possession of a Bachelor's Degree. Ability to communicate effectively in English is required; ability to understand and speak Spanish is preferred.

How to Apply

Please submit an application, resume, and cover letter by **August 7, 2026**, to:

Diana Lennon

Ossining Public Library

53 Croton Ave.

Ossining, NY 10562

dlennon@ossininglibrary.org