



## NOTICE OF JOB VACANCY

**Location:** Business Office, Central Library  
**Position Title:** Assistant Library Budget Consultant  
**Type of Appt:** Provisional<sup>i</sup>  
**Salary:** \$60,794 - \$87,119 (CSEA Job Group 10)  
**Posting Date:** October 1, 2026

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### **MINIMUM QUALIFICATIONS:**

- A) Possession of a Bachelor's degree<sup>ii</sup> in Business, Public Administration, Management Science, Accounting or related field and two (2) years of experience in finance, budget system analysis, management analysis, financial management, or accounting; or
- B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in finance, budget system analysis, management analysis, financial management, or accounting.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

### **DUTIES: (Illustrative Only)**

- Assists with analysis of organizational plans and budgets and identifies areas for improvement;
- Assists in the preparation of monthly, quarterly, and annual financial reports;
- Coordinates studies directed towards producing improvements in library operations;
- Recommends improvements in organizational structures and budgeting;
- Represents the Business Office in contacts with staff, vendors, and Erie County officials;
- Supports the review and processing of financial transactions, including invoices, vouchers, purchase orders, and payment claims;
- Analyses specifically assigned operating problems, assembling all pertinent facts and developing alternative recommendations to aid in making final decisions.

### **HOW TO APPLY:**

Candidates should send a resume and letter of interest by **October 15, 2026** to [hr@buffalolib.org](mailto:hr@buffalolib.org) or to:

Judy Fachko, Assistant Deputy Director, Human Resources  
Buffalo & Erie County Public Library  
1 Lafayette Square  
Buffalo, NY 14203-1887

Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.

<sup>i</sup> Competitive position – Must have a reachable score on upcoming Civil Service Exam to remain in position.

<sup>ii</sup> Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency.

Profoundly**PUBLIC.**

*The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.*