



NOTICE OF JOB VACANCY

Location: Central Adult Services Department, Central Library
Position Title: Librarian I, Full-Time
Type of Appt: Permanent or Provisionalⁱ
Hours of Work: Various, including some evenings and weekends
Salary Scale: \$53,479 - \$75,481 (Librarians Association Job Group 9)
Posting Date: June 5, 2026

MINIMUM QUALIFICATIONS:

- Those permanent Librarian I employees eligible for transfer; or
- Eligibility to accept provisional appointment:
Master's Degree in Library Science and NYS Public Librarians Certificate required.

SPECIFIC REQUIREMENTS:

- Good knowledge of modern principles and practices of library service;
- Basic knowledge of modern library organizations;
- Interest/experience in adult programming;
- Updated computer and technology skills;
- Exceptional interpersonal and communication skills;
- Good judgment;
- Ability to work a varied schedule: days, evenings & weekends;
- Excellent time and attendance record.

SAMPLE DUTIES (Illustrative only):

- Provides advisory and guidance services;
- Provides reference service to patrons in person, on the phone, and via email;
- Develops and maintains cooperative relationships with various community groups;
- May deliver programs and speak at community events about the Library's services;
- May conduct book talks, multimedia programs, and group tours;
- Supervises the work of clerical personnel and senior pages;
- Keeps informed of professional developments.

HOW TO APPLY:

- Interested candidates should send a resume and letter of interest by **June 15, 2026** to:

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

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

Profoundly**PUBLIC.**

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