



NOTICE OF JOB VACANCY

Location: Buffalo Branch Libraries (Currently North Park Branch)
Position Title: Librarian I, part-time
Hours of Work: Days, evenings, and weekends (up to 19 hours per week)
Pay Rate: \$24.842 per hour
Posting Date: November 17, 2025

MINIMUM QUALIFICATIONS:

- Master's Degree in Library Science and NYS Public Librarians Certificate required.

SPECIFIC REQUIREMENTS:

- Good knowledge of modern principles and practices of library service;
- Good knowledge of library materials,
- Basic knowledge of modern library organizations;
- Interest/experience in adult & children's programming (story times);
- Exceptional interpersonal, communication, and critical thinking skills;
- Ability to get along well with others;
- Updated technology/computer skills;
- Excellent time and attendance record;
- Ability to perform light physical work including, but not limited to, pushing/pulling book carts (up to 50 lbs), climbing steps, bending, lifting, twisting, and reaching;
- Basic computer experience including knowledge of the Microsoft Office suite preferred.

SAMPLE WORK ACTIVITIES (illustrative only):

- Provides advisory and guidance services;
- Provides outreach services;
- Answers reference questions;
- Maintains collections through replacement, weeding, & ordering;
- May supervise the work of clerical personnel, senior pages/pages, or volunteers.

HOW TO APPLY:

- Interested candidates should send a cover letter and resume by **November 27, 2025** to hr@buffalolib.org or:

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

Profoundly**PUBLIC.**

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