



## NOTICE OF JOB VACANCY

**Location:** Clarence Public Library  
**Position Title:** Librarian I, part-time  
**Hours of Work:** Various (up to 15 hours/week)  
**Hourly Pay Rate:** \$24.842 (Librarians Association, Job Group 9)  
**Posting Date:** July 23, 2025

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### **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, young adult & children's programming;
- Good judgment;
- Ability to get along well with others;
- Excellent time and attendance record;
- Basic computer experience including knowledge of the Microsoft Office suite preferred.

### **SAMPLE WORK ACTIVITIES (illustrative only):**

- Provides advisory and guidance services;
- Performs routine circulation, reserve and overdue functions;
- Answers reference questions;
- Conducts book talks, multimedia programs, story and picture book hours;
- Conducts class and school visits;
- Markets and advertises library programming;
- May supervise the work of clerical personnel, senior pages/pages, or volunteers;
- May serve as Librarian in Charge as needed.

### **HOW TO APPLY:**

Interested candidates should send cover letter and resume by **August 1, 2025** to [hr@buffalolib.org](mailto:hr@buffalolib.org) or:

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.

Profoundly**PUBLIC.**

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