



NOTICE OF JOB VACANCY

Location: Anna M. Reinstein Memorial Library
Position Title: Librarian I, part-time
Hours of Work: Various (up to 19 hrs/wk)
Pay Rate: \$24.842 per hour (Librarians Association Job Group 9)
Posting Date: October 21, 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,
- Ability to get along well with others;
- Public speaking ability;
- Familiarity with emerging technologies and devices;
- Excellent time and attendance record.

SAMPLE WORK ACTIVITIES (illustrative only):

- Develops & conducts programs for all ages: tours, book talks, multimedia programs, story and picture book hours, etc;
- Conducts class and school visits;
- Provides advisory and guidance services;
- Markets and advertises library programming;
- Represents the Library at off-site events;
- May supervise the work of clerical personnel, senior pages/pages, or volunteers;
- Assists supervising librarian with special collections.

HOW TO APPLY:

- Interested candidates should send cover letter and resume by **October 31, 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