



NOTICE OF JOB VACANCY

Location: Orchard Park Public Library
Position Title: Librarian Trainee, Full-Time
Type of Appt: Permanent
Salary: \$46,344 - \$63,829 (Librarians Association Job Group 7)
Posting Date: July 13, 2026

A Librarian Trainee position involves performing and being instructed to perform public librarian functions under the guidance of a professional Librarian. This is a pre-professional position involving responsibility for learning library procedures, techniques and skills.

MINIMUM QUALIFICATIONS:

Graduation from a four-year college or university recognized by the University of the State of New York. **Must also present evidence of enrollment in, or graduation from, a graduate program accredited by the American Library Association or registered by the New York State Education Department.**

SPECIFIC REQUIREMENTS:

- Exceptional interpersonal and communication skills;
- Basic knowledge of modern library organizations;
- Familiarity with emerging technologies and devices;
- Ability to work a varied schedule: days, evenings & weekends;
- Ability to work with a diverse population;
- Knowledge of SirsiDynix software is preferred;
- Excellent time and attendance record.

TYPICAL WORK ACTIVITIES:

- Provides library reference and information services;
- Provides readers' advisory and guidance services;
- Passion for promoting library services to all members of the community;
- May conduct book talks, multimedia and technology programs;
- Supervises paraprofessional staff;
- Creates and conducts meaningful library programs;
- Keep informed of professional developments.

HOW TO APPLY:

- Interested candidates should send a resume and letter of interest by **July 27, 2026** to hr@buffalolib.org or:

Judy Fachko, Assistant Deputy Director, Human Resources
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