



Location: Hamburg Public Library
Position Title: Librarian Trainee, Part-Time
Hours of Work: Various, up to 19 hrs/wk
Hourly Rate: \$22.281
Posting Date: August 17, 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;
- Knowledge of SirsiDynix software is preferred;
- Excellent time and attendance record.

TYPICAL WORK ACTIVITIES:

- Provides library reference and readers' advisory services;
- Conducts programs for patrons of all ages;
- Conducts class visits and outreach;
- Develops displays and special exhibits;
- Collection development and weeding for assigned collections;
- Assists patrons with technology (including computers, eReaders, fax & copy machine);
- Keeps informed of professional developments.

HOW TO APPLY:

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

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

- Applications can also be accepted in person at the Hamburg Public Library.

Profoundly**PUBLIC.**

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