



Location: **Institutional Services – Erie County Correctional Facility**
Position Title: **Library Assistant, Full-Time**
Appt. Type: **Permanent or Provisional***
Salary: **\$45,344 - \$59,216 (CSEA Job Group 5)**
Hours of Work: **Days, Monday through Friday**
Posting Date: **January 5, 2026**

MINIMUM QUALIFICATIONS:

- Those permanent Library Assistant employees eligible for transfer; or
- Placement on the current Library Assistant Civil Service List; or
- Eligibility to accept a provisional appointment:
 - A.) Graduation with an Associate's degree from a regionally accredited or New York State registered college and one (1) year of general library experience; or
 - B.) Graduation from high school or possession of a high school equivalency diploma and three (3) years of general library experience.

SAMPLE WORK ACTIVITIES:

- Provides, operates and promotes an effective library and information service to inmates and staff at the Erie County Correctional Facility;
- Adheres to B&ECPL policy and policy guidelines of the Erie County Sheriff's Department;
- Oversees a collection of books and related materials which reflects the current needs of prison inmates: selects, acquires, weeds, and maintains the Library collection;
- Creates and maintains appropriate records and statistics of library supplies/equipment;
- Assists readers in locating and borrowing materials, including Interlibrary loans;
- Copies legal materials for inmates preparing cases and maintains and updates the legal collections as in accordance with federal and state mandates;
- Maintains effective communication between Correctional Facility staff and Administrators concerned with the library and the library service.

SPECIFIC REQUIREMENTS:

- Thorough knowledge of library services, policies, procedures and practices;
- Ability to plan, coordinate and supervise the work of others;
- Excellent communication (written and oral) skills;
- Excellent time and attendance record;
- Physical condition commensurate with the demands of the position.

HOW TO APPLY:

Interested candidates should send a cover letter and resume by **January 15, 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

Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.

*Competitive position – Must have a reachable score on upcoming Civil Service Exam to remain in position.

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