



## NOTICE OF JOB VACANCY

**Location:** Central Library, System Youth Outreach Services  
**Position Title:** Library Assistant  
**Appt. Type:** Permanent or Provisional\*  
**Salary:** \$44,023 - \$57,491 (CSEA Job Group 5)  
**Hours of Work:** Various hours, full-time  
**Posting Date:** August 1, 2025

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### **MINIMUM QUALIFICATIONS:**

- Placement on the current Library Assistant civil service list;
- Those permanent Library Assistant employees eligible for transfer; **or**
- Eligibility to accept provisional appointment:
  - A.) Associate's degree or successful completion of sixty (60) credit hours from a regionally accredited or NYS 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.

Note: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

### **SAMPLE WORK ACTIVITIES:**

- Advises staff system-wide on policies and procedures that affect youth (up to age 16);
- Ability to help plan large programs and events for youth and, when applicable, their families;
- Participates in outreach events throughout Erie County;
- Participates in special projects as assigned.

### **SPECIFIC REQUIREMENTS:**

- Thorough knowledge of library services, policies, procedures and practices;
- Thorough knowledge of standard office and library equipment;
- Ability to communicate clearly and accurately both orally and in writing;
- Ability to perform light physical work including, but not limited to, pushing/pulling book carts and lifting/unpacking boxes of books and media up to 20 lbs;
- Tact and courtesy in dealing with staff and public;
- Excellent time and attendance record;
- Possession of a valid NYS Driver's License and means of reliable transportation.

### **HOW TO APPLY:**

Candidates should send a resume and letter of interest by **August 11, 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.

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