



NOTICE OF JOB VACANCY

Location: Central Library, System Youth Outreach Services
Position Title: Library Assistant
Appt. Type: Provisional*
Salary: \$45,344 - \$59,216 (CSEA Job Group 5)
Hours of Work: Various hours, full-time
Posting Date: January 30, 2026

MINIMUM QUALIFICATIONS:

- Those permanent Library Assistant employees eligible for transfer; **or**
- Eligibility to accept provisional appointment:
 - 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**
 - 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:

- Excellent time and attendance record;
- 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;
- 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 **February 9, 2026** to 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.

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

Profoundly PUBLIC.

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