



NOTICE OF JOB VACANCY

Location: City of Tonawanda Public Library
Position Title: Library Clerk, part-time
Hours of Work: Various, up to 19 hours per week
Appt Type: Temporary*
Rate of Pay: \$18.758 per hour
Posting Date: June 4, 2025

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and six (6) months of library experience performing page or clerical duties.

DUTIES: (Illustrative Only)

- Arranges or files materials according to library filing rules;
- Assists patrons with routine requests;
- Performs routine searches of and updates to computer records;
- Issues borrowers cards according to library procedures;
- Performs routine circulation, reserve and overdue functions;
- Utilizes enhanced computer systems and equipment;
- Operates office machinery such as photocopiers, fax machines or computers;
- Performs clerical duties;
- Assists with programming for the public, e.g. children's story hour.

SPECIFIC REQUIREMENTS:

- Computer skills – proficiency with data entry and interpretation of data;
- Accuracy and attention to detail;
- Ability to work with the public;
- Demonstration of initiative and good judgment;
- Excellent time and attendance record.

HOW TO APPLY:

- Interested candidates should send a cover letter and resume to hr@buffalolib.org or:

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

- Applications can also be submitted in person to the City of Tonawanda Public Library.
➤ This posting will remain open until the position is filled.

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

* This position has not yet been classified by City of Tonawanda Civil Service. Candidates may be expected to take a future civil service exam.