



NOTICE OF JOB VACANCY

Location: Julia Boyer Reinstein Library (1030 Losson Rd, Cheektowaga)
Position Title: Library Technology Clerk, Part-Timeⁱ
Hourly Pay Rate: \$20.177
Hours of Work: Various, up to 19 hours/week
Posting Date: June 12, 2026

MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of a high school equivalency diploma; **AND**
- 6 months of library clerical or page experience; **AND**
- 6 months experience in the operation of computers including computer applications.

Note: Completion of 15 credit hours of college level course work related to computer science may be substituted for required computer experience.

SPECIFIC REQUIREMENTS:

- Ability to work with library staff and the public using tact and courtesy;
- Knowledge of personal computers, e-readers, handheld devices, and other library equipment;
- Ability to understand verbal and written instructions;
- Ability to communicate effectively with others;
- Good knowledge of terminology and procedures as applied to library clerical work;
- Excellent time and attendance record.

SAMPLE WORK ACTIVITIES (illustrative only):

- Performs routine circulation, reserve and overdue functions;
- Assists patrons with basic computer operations, such as internet, email, and Microsoft software;
- Assists library patrons with library's website, electronic catalog, self-checkout, photocopiers, printing, and scanning;
- Monitors/updates library social media and website;
- Performs clerical duties;
- Performs additional duties as required.

HOW TO APPLY:

Interested candidates should send a resume and cover letter by **June 22, 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.

ⁱ This position is part of the NY HELPS (Hiring for Emergency Limited Placement Program Statewide) program that allows civil service agencies to hire qualified employees without requiring them to take a competitive civil service exam.

Profoundly**PUBLIC.**

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