



## NOTICE OF JOB VACANCY

**Location:** Central Library, Launch Pad MakerSpace  
**Position Title:** Library Technology Clerk  
**Hours of Work:** Various  
**Appt. Type:** Permanent or Provisional<sup>1</sup>  
**Salary:** \$41,968 - \$53,589 (CSEA Job Group 3)  
**Posting Date:** March 10, 2026

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### **MINIMUM QUALIFICATIONS:**

- Those permanent Library Technology Clerks eligible for transfer; or
- Eligibility to accept a provisional appointment:
  - Graduation from high school or possession of a high school equivalency diploma and six (6) months of library clerical or page experience; AND
  - Six (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 can be substituted for required computer experience.*

### **DUTIES: (Illustrative Only)**

- Assists patrons in sign in and use of library computers;
- Assists patrons with various creative technologies (A/V production, 3D printing, laser cutting, etc.);
- Monitors and maintains library equipment for proper functioning;
- Provides verbal directions and instructions to patrons;
- Assists with programming for the public; and
- Performs additional duties as required.

### **SPECIFIC REQUIREMENTS:**

- Ability to deal with library staff and the public using tact and courtesy;
- Working knowledge of library equipment and technology;
- Ability to communicate effectively with others;
- Physical condition commensurate with the demands of the position;
- Excellent time and attendance;
- Basic audio/video recording skills or familiarity with Garageband/Logic Pro X are a plus;
- Experience with 3D printing, laser cutting and/or fiber arts (sewing, knitting, crochet) are a plus.

### **HOW TO APPLY:**

Interested candidates should send a resume and cover letter by **March 20, 2026** 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.*

<sup>1</sup> Competitive position – Must have a reachable score on upcoming Civil Service Exam to remain in position.