



NOTICE OF JOB VACANCY

Location: Central Library, Launch Pad MakerSpace
Position Title: Library Technology Clerk
Hours of Work: Days, Evenings & Weekends
Appt. Type: Permanent or Provisional*
Salary: \$40,745 – \$52,029 (CSEA Job Group 3)
Posting Date: June 4, 2025

MIMIMUM QUALIFICATIONS:

- Placement on the current Library Technology Clerk Civil Service List; or
- 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 may 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 personal computers, e-readers and handheld devices;
- Working knowledge of library equipment and technology;
- Ability to communicate effectively with others;
- Ability to understand and follow oral and written instructions;
- 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 **June 13, 2025** 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.

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