



NOTICE OF JOB VACANCY

Location: Information Technology Department, Central Library
Position Title: Senior Computer Operator
Type of Appt: Provisionalⁱ
Salary: \$ 52,364 - \$73,653 (CSEA Job Group 8)
Posting Date: October 23, 2025

MINIMUM QUALIFICATIONS:

- Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Data Processing, Communications, or related field **and** one (1) year of data processing experience with a central processing, multi-programming computer system with console operations; **or**:
- B) Graduation from high school or possession of a high school equivalency diploma **and** two (2) years of data processing experience with a central processing, multi-programming computer system with console operations.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

DUTIES: (Illustrative Only)

- Provides direction, training and guidance to Information Systems Operators;
- Monitors operation of computers, communications equipment and other peripheral equipment for both system and hardware errors;
- Operates the computer console, oversees the operation and may operate other peripheral and auxiliary equipment;
- Analyzes computer operational problems and initiates appropriate action;
- Refers technical problems to appropriate software specialist, programmer, systems analyst, supervisor or administrator;
- Assures that all work assigned to or for the shift is completed satisfactorily;
- Receives incoming trouble calls and logs them into the help Desk Tracking system;
- Reviews finished products prior to output distribution;
- Maintains records necessary for determining maintenance and operating efficiency;
- Performs routine cleaning and maintenance of assigned equipment.

SPECIFIC REQUIREMENTS:

Thorough knowledge of the logical working and operation of computers and the working operation of all computer related equipment; thorough knowledge of software functions and preparing a multi-programming computer system for use; thorough knowledge of technical Data Processing terminology; ability to identify computer operational problems

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and evaluate the need for technical assistance; ability to work well with others; ability to supervise the work of others efficiently; a high degree of logical reasoning, accuracy, industry and dependability; capable of performing the essential functions of the position with or without reasonable accommodation.

HOW TO APPLY:

Interested candidates should send a resume and letter of interest by **November 3, 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.

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

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