BUFFALO ERIE COUNTY PUBLIC LIBRARY

NOTICE OF JOB VACANCY

Location: **Central Library, Information Technology Department**
Position Title: **Technical Specialist Computers, Full-Time**
Salary: **$50,860 - $70,271** (CSEA Job Group 7)
Type of Appt: **Contingent-Permanent or Temporary**
Posting Date: **November 16, 2026**

MINIMUM QUALIFICATIONS:

A) Graduation from high school or possession of a high school equivalency diploma and 6 months of experience in the operation of computers; **or**
B) Completion of high school or college level course work related to computer science and/or recognizable experience and skills related to computers.

SPECIAL REQUIREMENTS:

Valid NYS Driver License and reliable transportation, as travel among other branches may be necessary.

SAMPLE DUTIES (illustrative only):

- Assists with call-ins or live chats for technical difficulties;
- Assists patrons and staff with hardware and software challenges;
- Administers Windows server features such as Active Directory;
- Uses Linux desktop environments and server management;
- Implements security measures;
- Maintains working computer components through repair or replacement;
- Other duties as assigned by the Library Information Technology Administrator.

SPECIFIC REQUIREMENTS:

- Technical proficiency in basic computer skills, popular operating systems and employer-specific hardware and software;
- Understanding of network administration, including protocols and IP addressing;
- Knowledge of software installation and configuration processes;
- Ability to trouble-shoot PC equipment and perform repairs;
- Ability to troubleshoot quickly;
- Ability to simplify technical language into easy-to-understand phrasing;
- Patience and empathy when helping users;
- Ability to maintain simple records and prepare reports;
- Excellent time management and organizational skills;
- Physical condition commensurate with the demands of the position.

HOW TO APPLY:

Please submit resume and cover letter by **November 27, 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.

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