NOTICE OF JOB VACANCY

Location: Buffalo & Erie County Public Library System
Position Title: Librarian I, part-time
Hours of Work: Various – days, evenings and weekends (up to 19 hrs/wk)
Job Group/Pay Rate: IX - $21.539 per hour
Posting Date: Ongoing Recruitment

MINIMUM QUALIFICATIONS:
• Master’s Degree in Library Science and NYS Public Librarians Certificate required.

SPECIFIC REQUIREMENTS:
• Good knowledge of modern principles and practices of library service;
• Good knowledge of library materials,
• Basic knowledge of modern library organizations;
• Interest/experience in adult & children’s programming;
• Good judgment;
• Ability to get along well with others;
• Excellent time and attendance record;
• Basic computer experience including knowledge of the Microsoft Office suite preferred.

SAMPLE WORK ACTIVITIES (illustrative only):
• Provides advisory and guidance services;
• Answers reference questions;
• Maintains collections through replacement, weeding, & ordering;
• Conducts book talks, multimedia programs, story and picture book hours;
• Conducts class and school visits;
• Markets and advertises library programming;
• May supervise the work of clerical personnel, senior pages/pages, or volunteers.

HOW TO APPLY:
➢ Interested candidates should send a resume and letter of interest to:

Judy Fachko, Human Resources Manager
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY  14203-1887