



NOTICE OF JOB VACANCY

Location: Central Library – Information Services & Outreach
Position Title: Librarian I, part-time
Hours of Work: Various – days, evenings and weekends (up to 19 hrs/wk)
Job Group/Pay Rate: IX - \$21.014 per hour
Posting Date: February 8, 2019

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 by **February 17, 2019** to:

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