



## 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 - \$21.014 per hour  
**Posting Date:** Ongoing Recruitment

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### **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