



NOTICE OF JOB VACANCY

Location: Human Resources Department, Central Library
Position Title: Employment Support Aide, Part-Time
Hours of Work: Days (up to 19 hours per week)
Appt Type: Provisionalⁱ
Hourly Rate: \$19.589 per hour, to start (CSEA Job Group 3)
Date of Posting: April 15, 2025

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time office clerical experience.

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

SAMPLE WORK ACTIVITIES:

- Assists in confidential activities related to the operation of the Human Resources Department;
- Provides routine information to staff, visitors, and patrons;
- Receives, sorts and directs incoming mail;
- Schedules interviews;
- Assists new hires in completing required forms;
- Files documents;
- Completes data entry;
- Prepares routine correspondence;
- Answers and directs phone calls.

SPECIFIC REQUIREMENTS:

- Computer skills – proficiency with data entry;
- Accuracy and attention to detail;
- Demonstrates initiative and good judgment;
- Must maintain confidential information;
- Tact and courteousness, the ability to work well with the public;
- Excellent time and attendance record.

HOW TO APPLY

- Interested candidates should send a resume and cover letter marked by **April 25, 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.