



NOTICE OF JOB VACANCY

Location: Aurora Town Public Library (550 Main St, East Aurora)
Position Title: Librarian I, part-time
Hours of Work: Various (up to 19 hours per week)
Pay Rate: \$23.659 per hour (Librarians Association Job Group 9)
Reposting Date: December 3, 2024

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,
- Interest/experience in teen, children's, and family programming;
- Excellent time and attendance record;
- Exceptional interpersonal, communication, and critical thinking skills;
- Updated technology/computer experience, including Microsoft Word, Google Suite, and Canva 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, Assistant Deputy Director, Human Resources
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887

- Applications can also be submitted in person at the Aurora Town Public Library, the Administrative Offices of the Central Library, or to hr@buffalolib.org
- This posting will remain open until the position is filled.