



## NOTICE OF JOB VACANCY

**Location:** Isaías González-Soto Branch Library  
**Position Title:** Librarian Trainee, Full-Time  
**Type of Appt:** Permanent  
**Salary:** \$42,646 - \$58,733 (Librarians Association Job Group 7)  
**Posting Date:** June 26, 2024

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*A Librarian Trainee position involves performing and being instructed to perform public librarian functions under the guidance of a professional Librarian. This is a pre-professional position involving responsibility for learning library procedures, techniques and skills. A Librarian Trainee cannot be employed as a Librarian Trainee for more than three (3) years.*

### **MINIMUM QUALIFICATIONS:**

Graduation from a four year college or university recognized by the University of the State of New York. **Must also present evidence of enrollment in, or graduation from, a graduate program accredited by the American Library Association or registered by the New York State Education Department.**

### **SPECIFIC REQUIREMENTS:**

- Exceptional interpersonal and communication skills;
- Basic knowledge of modern library organizations;
- Familiarity with emerging technologies and devices;
- Ability to work a varied schedule: days, evenings & weekends;
- Ability to work with a diverse population;
- Knowledge of SirsiDynix software is preferred;
- Excellent time and attendance record.

### **TYPICAL WORK ACTIVITIES:**

- Provides library reference and information services;
- Provides readers' advisory and guidance services;
- Catalogs and classifies library materials;
- May conduct book talks, multimedia and technology programs;
- Supervises paraprofessional staff;
- Creates and conducts meaningful library programs under the guidance of branch manager;
- Keep informed of professional developments.

### **HOW TO APPLY:**

➤ Interested candidates should send a resume and letter of interest by **July 5, 2024** to [hr@buffalolib.org](mailto:hr@buffalolib.org) or:

Judy Fachko, Assistant Deputy Director, Human Resources  
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