



NOTICE OF JOB VACANCY

Location: Central Library, Adult Services Department
Position Title: Senior Library Clerk, Full-Time
Type of Appt: Permanent or Provisional*
Hours of Work: Various, including some weekends
Salary Scale: \$40,880 - \$52,472 (CSEA Job Group 4)
Posting Date: June 10, 2024

MINIMUM QUALIFICATIONS:

- Placement on the current Senior Library Clerk civil service list; or
- Those permanent Senior Library Clerks eligible for transfer or;
- Eligibility to accept provisional appointment:
Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time experience in library clerk work, which included typing or keyboarding.

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

DUTIES: (Illustrative Only)

- Assists patrons at public service desks;
- Performs routine circulation and reserve functions, issues library cards;
- Maintains library records;
- Utilizes computer systems and equipment;
- Assists with programming for the public;
- Participates in payroll functions by preparing time sheets;
- Participates in special projects as assigned.

SPECIFIC REQUIREMENTS:

- Thorough knowledge of library services, policies, procedures and practices;
- Computer literacy;
- Accuracy and attention to detail;
- Ability to get along well with others;
- Organizational skills;
- Ability to perform light physical work including, but not limited to, pushing/pulling book carts and lifting/unpacking boxes of books and media;
- Excellent time and attendance record.

HOW TO APPLY:

Interested candidates should send a resume and letter of interest by **June 19, 2024** to:

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

* Competitive position – Must have a reachable score on upcoming Civil Service Exam to remain in position.

Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.

The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.