



Adult Services, Non-Fiction and IT Librarian (Librarian I)

The Richmond Memorial Library in Batavia, NY is recruiting for energetic and innovative individuals to fill the position of Librarian I, Non-Fiction and IT. Ideal candidates will be organized, self-motivated, have excellent customer service and interpersonal skills, plus experience working with the public in a library or similar setting.

Successful candidates will embrace technology and not be afraid to step outside the library to advance programs and engage the community. The ability to communicate effectively and cultivate harmonious working relationships with others including members of the public, community partners, and staff at all levels will be critical to the success of this position. An eye for creativity, a dedication to providing outstanding customer service, and a solutions-oriented mindset are all attributes effective candidates will possess.

Duties:

- Provides reference services, reader's advisory services, referral services, and instructional services to a diverse population at a busy Reference Desk
- Assists patrons with use of the library's public computers
- Practices and models excellent customer service
- Maintains the library webpage and liaises with contracted IT services to procure and maintain library IT equipment
- Provides expertise in the library's electronic resources, including keeping staff and users informed of updates and changes, and making recommendations for adding or eliminating resources
- Creates and implements dynamic library programs
- Participates in the selection of library materials within assigned collection development areas. Evaluates materials and makes decisions about selection, replacement and withdrawal of print and non-print materials
- General supervision of clerical, paraprofessional and volunteer personnel in assigned tasks, including responsibility for the building while on reference desk
- Contributes to the growth and development of community relationships; supports and participates in civic engagement

19 Ross Street • Batavia, NY 14020
www.batavialibrary.org
585-343-9550

Desired skills:

- Enhanced knowledge of Microsoft computer products, web development and network maintenance
- Sound knowledge of modern principles and practices of library science
- Reliable, efficient, responsible and able to work independently

Qualifications:

- MLS degree from an ALA accredited school.
- To qualify for Librarian I, applicants must reside in Genesee or its contiguous counties (Erie, Niagara, Orleans, Monroe, Livingston, and Wyoming) and must possess a current New York State Public Librarian's Professional Certificate

Hours, Wage & Benefits:

- 40 hrs. per week, must be available to work evenings, and Saturdays on a rotating basis
- Salary range: \$48,000- \$52,000 based on experience
- 15 Sick Days, 20 Vacation Days, 12 paid federal holidays, 1 Floating Holiday, Highmark Blue Cross Blue Shield Health Insurance with 90% coverage, and NY State Retirement
- Ability to accumulate 300 leave days
- At retirement, ability to convert value of up to 200 leave days to pay for health insurance in retirement
- Available for additional coverage: Dental Insurance
- Available for employee contribution: 403b, Health Reimbursement Account and Flexible Spending Account

Send cover letter, resume, and completed Genesee County Civil Service Application* by Friday, 10/31/25 to: Samantha Stryker, Library Director sstryker@nioga.org

***Note regarding GC Civil Service Application:** *There is no exam number; that field may be left blank. Birth date and SSN are not required for initial application, information will be requested as needed.*