



6 May 2026

## **Part-Time Substitute Adult Reference Librarian (Librarian I)**

### **NOW HIRING**

The Richmond Memorial Library in Batavia, NY, is now hiring a part-time/substitute adult reference librarian.

### **QUALIFICATIONS**

This permanent part-time appointment requires flexible daytime availability, a Masters of Library Science degree from an ALA-accredited school and a current New York State Public Librarian's Professional Certificate, or the ability to attain one.

### **AVAILABILITY**

A substitute librarian may work occasional evening shifts (5 pm-9 pm) or weekdays as needed, in addition to a rotating Saturday shift (8:30 am – 5 pm). The substitute librarian would be on call in the event that coverage on the reference desk or children's room desk is needed.

### **DUTIES**

The primary duties of the substitute librarian are to assist patrons using our Integrated Library System, website, subscription databases, reference books, computers, and microfilm machines to answer standard reference, research, bibliographic, local history, and readers' advisory inquiries. Secondary duties are to enforce library policies and procedures, sometimes acting as "person in charge" of the library in the absence of the library director; and to assist full time librarians with marketing, promotions, and collection maintenance tasks as downtime permits. For the interested and motivated librarian, a monthly or quarterly library program could be added; but this is not a requirement of the position.

### **WAGES AND BENEFITS**

In addition to a competitive wage of \$19.50/hour, the Richmond Memorial Library supports the ongoing professional development of its librarians. In accordance with NYS law, part-time employees are also entitled to accrued sick leave at the rate of one hour of leave for every 30 hours worked.

### **APPLICATION**

TO APPLY: Send resume and completed [Genesee County Civil Service Application](#)\* by Wednesday, June 10, 2026 to: Laura Dumuhosky, Assistant Library Director at [ldumuhosky@nioga.org](mailto:ldumuhosky@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.*

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19 Ross Street • Batavia, NY 14020  
[www.batavialibrary.org](http://www.batavialibrary.org)  
585-343-9550