

JOB OPPORTUNITY - BUFFALO & ERIE COUNTY PUBLIC LIBRARY



Job title:	Page
Recruitment:	Ongoing
Locations:	Central Library, (8) Buffalo city Branches and (28) suburban locations
Hours:	Part-time; up to 19 hours/week (possible days, evenings and weekends)
Wage:	\$10.40/hour

Do you have what it takes?

- Are you at least 16 years old and have been an Erie County resident for one (1) month?
- Can you perform light physical duties (pushing book trucks, lifting books)?
- Do you have basic computer literacy and alphabetizing skills?
- Are you an energetic person with a go-get 'em attitude?

Job description:

A **page** is responsible for ensuring books, magazines, media and music are out and available for Buffalo & Erie County Public Library customers. A page gets the materials to their correct locations and keeps them in order. Your job will involve being “on the move” within our libraries: you will stand, walk, crouch, stoop, squat, twist and push/pull up to 50 pounds, and lift up to 25 pounds.

You may like this job if:

- You are organized and detail-oriented.
- You like knowing where things are, and are great at solving puzzles.
- You connect well with others and believe in providing exemplary customer experience.
- You’re a reliable team player who adapts quickly.

You’ll love this position if:

- You believe in lifelong learning.
- You are friendly, approachable and helpful with customers’ basic questions about the library.
- You enjoy being on the move. You will lift, stretch and push without hesitation.

If you’re interested in joining our team, download and complete an employment application from the Buffalo & Erie County Public Library website at:

<http://www.buffalolib.org/sites/default/files/pdf/jobs/employment.pdf>

- 1) email to: hr@buffalolib.org OR
- 2) mail to: *Buffalo & Erie County Public Library
Human Resources Department
1 Lafayette Sq.
Buffalo, NY 14203 OR*
- 3) Submit a completed application to any Buffalo & Erie County Public Library location.

Visit the Buffalo & Erie County Public Library website at www.buffalolib.org