



NOTICE OF JOB VACANCY

Location: Grand Island Memorial Library
Position Title: Page, part-time
Hours of Work: Days, Evenings, Weekends (12 hrs/wk)
Hourly Rate: \$16.00 per hour
Posting Date: July 16, 2026

MINIMUM QUALIFICATIONS: Attending or completion of high school.

SAMPLE WORK ACTIVITIES (Illustrative Only):

- Retrieves and shelves library materials;
- Assists with special library events;
- Clears tables and keeps library rooms in order;
- Assists librarians and clerical staff with library functions as assigned;
- Other miscellaneous duties as needed.

SPECIFIC REQUIREMENTS:

- Detail oriented;
- Excellent time and attendance record;
- Ability to perform light/medium physical work (pushing book trucks);
- Good communication skills;
- Ability to work well with the public and be part of a team.

HOW TO APPLY:

- Interested candidates should send an application¹ (please indicate "Page – Grand Island") by **July 26, 2026** to hr@buffalolib.org or:

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

- Applications can also be submitted in person at the Grand Island Memorial Library or the Administrative Offices of the Central Library.

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

¹ Applications are available at <https://www.buffalolib.org/becpl-system/employment>