



NOTICE OF JOB VACANCY

Location: Hamburg Public Library (102 Buffalo St)
Position Title: Page, part-time
Hours of Work: Days, evenings, and weekends (Approx. 12 hours per week)
Hourly Rate: \$15.00 per hour
Posting Date: October 17, 2024

SAMPLE WORK ACTIVITIES (Illustrative Only):

- Retrieves and shelves library materials;
- Assists with special library events;
- Performs routine clerical work;
- Clears tables and keeps library rooms in order;
- Assists 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;
- Willingness to work with and learn updated technology;
- Ability to work well with the public.

HOW TO APPLY:

- Interested candidates should send letter of interest/resume or application¹ (please mark letter or application "Page - Hamburg") to:

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 Hamburg Public Library, the Administrative Offices of the Central Library, or to hr@buffalolib.org
- The posting will remain open until the position is filled.

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>