



Location: Circulation Department, Central Library
Position Title: Senior Page, part-time
Hourly Rate: \$17.00 per hour
Hours of Work: Various (approx. 19 hours per week)
Date of Posting: July 16, 2026

MINIMUM QUALIFICATIONS:

High School diploma or equivalency (G.E.D.).

SPECIFIC REQUIREMENTS:

- Excellent time and attendance record;
- Exceptional interpersonal and communication skills;
- Computer skills;
- Accuracy and attention to detail;
- Ability to work with the public;
- Ability to perform light physical work (pushing book trucks, bending, standing);
- Knowledge of SirsiDynix software is a plus.

SAMPLE DUTIES (Illustrative only):

- Provides public service to Library patrons;
- Performs routine circulation and reserve functions;
- Issues borrowers cards according to Library procedures;
- Operates cash register;
- Assists staff with library functions as assigned.

HOW TO APPLY:

- Interested candidates should send an application¹ (please mark “**Senior Page – Circulation**”) 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 to 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>