



## NOTICE OF JOB VACANCY

**Location:** Central Library (Circulation Department and Adult Services Department)  
**Position Title:** Senior Page, part-time  
**Hourly Rate:** \$16.00 per hour  
**Hours of Work:** Various (approx. 19 hours per week)  
**Date of Posting:** October 18, 2024

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*The B&ECPL currently has several vacancies available and seeks individuals who will be excited to work at the Central Library.*

### **MINIMUM QUALIFICATIONS:**

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

### **SPECIFIC REQUIREMENTS:**

- Excellent time and attendance record;
- Exceptional interpersonal and communication skills;
- Computer skills;
- Ability to perform light/medium physical work (pushing book trucks; bending; standing);
- Accuracy and attention to detail;
- Ability to work with the public;
- Library experience, training or knowledge preferred.

### **SAMPLE DUTIES (Illustrative only, may vary based on department):**

- Provides public service to Library patrons;
- Provides assistance at the computer desk;
- Provides basic computer and other technology assistance to 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 application<sup>1</sup> (please mark "Senior Page - Circulation and Adult Services") by **October 28, 2024** to [hr@buffalolib.org](mailto: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.*

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