



NOTICE OF JOB VACANCY

Location: Frank E. Merriweather, Jr. Library (1324 Jefferson Avenue)
Position Title: Senior Page, part-time
Hours of Work: Various, including weekends (up to 19 hours per week)
Hourly Rate: \$16.00 per hour
Date of Posting: November 13, 2024

The B&ECPL seeks individuals who will be excited to organize library materials and assist patrons at the Frank E. Merriweather, Jr. Branch Library.

MINIMUM QUALIFICATIONS:

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

SPECIFIC REQUIREMENTS:

- Good computer and technology skills;
- Knowledge of SirsiDynix software is preferred;
- 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.

SAMPLE WORK ACTIVITIES:

- Provide assistance at the Circulation Desk;
- Provide basic computer and other technology assistance to patrons;
- Retrieve and shelve library materials;
- Assist with library programs;
- Assists clerical staff with library functions as assigned.

HOW TO APPLY:

- Interested candidates should cover letter/resume or an application* (please mark "Senior Page - Merriweather Branch") by **November 22, 2024** 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 Merriweather Branch 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.

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

The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.