



NOTICE OF JOB VACANCY

Location: Orchard Park Public Library
Position Title: Senior Page, part-time
Hours of Work: Days, evenings and weekends (Up to 19 hours/week)
Hourly Rate: \$16.00 per hour
Posting Date: October 18, 2024

MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of high school equivalency diploma (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 send an application¹ (please mark application "Sr. Page, Orchard Park") by **October 28, 2024** 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 Orchard Park Public Library, the Administrative Offices of the Central Library, or to hr@buffalolib.org.

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>