



NOTICE OF JOB VACANCY

Location: Clarence Public Library
Position Title: Page, part-time
Hours of Work: Various (Approx. 10-12 hrs/wk)
Hourly Rate: \$16.00 per hour
Posting Date: August 6, 2026

MINIMUM QUALIFICATIONS: Attending, or completion of, high school.

SAMPLE WORK ACTIVITIES (Illustrative Only):

- Retrieves and shelves library materials;
- Reads and straightens shelves;
- 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 a resume or application¹ (please indicate "Page – Clarence") by **August 16, 2026** to hr@buffalolib.org or 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 Clarence Public Library or the Administrative Offices of the Central Library.

Please note that candidates must reside in Erie County for at least 30 days prior to appointment.

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

Profoundly**PUBLIC.**

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