



Location: Town of Collins Public Library (2341 Main St)
Position Title: Page, part-time
Hours of Work: Days, evenings and weekends (approx. 8 – 12 hours/week)
Hourly Rate: \$15.50 per hour
Posting Date: August 14, 2025

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.

SAMPLE WORK ACTIVITIES:

- Retrieves and shelves library materials;
- Assists with special library events;
- Clears tables and keeps library rooms in order;
- Assists clerical staff with library functions as assigned;
- Other miscellaneous duties as needed.

HOW TO APPLY:

- Interested candidates should send an application¹ (please mark application “Page PT – Collins”) by **August 26, 2025** 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 Town of Collins Public 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 www.buffalolib.org/becpl-system/employment