



NOTICE OF JOB VACANCY

Location: Town of Tonawanda Public Library (Kenmore Branch)
Position Title: Page, part-time
Hours of Work: Various, up to 19 hours per week
Hourly Rate: \$15.50 per hour
Posting Date: April 28, 2025

SAMPLE WORK ACTIVITIES (Illustrative Only):

- Retrieves and shelves library materials;
- Assists with special library events;
- Performs routine clerical tasks;
- 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;
- Ability to work a flexible schedule, including days, evenings and weekends;
- Ability to work well with the public.

HOW TO APPLY:

- Interested candidates should send an application¹ (please mark application "Page, Kenmore") by **May 7, 2025** 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 Kenmore Branch 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>