NOTICE OF JOB VACANCY

Location:	**Lancaster Public Library**
Position Title:	**Page, part-time**
Hours of Work:	**Various (including evenings and weekends), approximately 12-16 hours per week**
Hourly Rate:	**$15.50 per hour**
Posting Date:	**October 1, 2025**

SAMPLE WORK ACTIVITIES (Illustrative Only):

- Retrieves and shelves library materials;
- Assists with special library events;
- Performs routine clerical work;
- 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 an application[1] (please mark "Page, Lancaster") by **October 11, 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 Lancaster 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