NOTICE OF JOB VACANCY

Location: City of Tonawanda Public Library (333 Main St)
Position Title: Page, part-time
Hours of Work: Days, evenings, and weekends (Up to 19 hours per week)
Hourly Rate: $12.50 per hour
Posting Date: September 17, 2021

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 letter of interest/resume or application1 (please mark letter or application “Page – Tonawanda”) 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 City of Tonawanda Public Library, the Administrative Offices of the Central Library, or to hr@buffalolib.org
- The posting will remain open until the position is filled.

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

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