



Location: Central Library (Circulation Department and Stacks Department)
Position Title: Senior Page, part-time
Hours of Work: Various (approx. 19 hours/week)
Hourly Rate: \$16.50 per hour
Posting Date: August 1, 2025

The B&ECPL seeks individuals who will be excited to assist patrons at the Circulation Desk or in the Stacks Department at the Central Library.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of high school equivalency diploma (G.E.D.).

SPECIFIC REQUIREMENTS:

- Excellent time and attendance record;
- Exceptional interpersonal and communication skills;
- Computer skills;
- Ability to perform light physical work (pushing book trucks; bending; standing);
- Accuracy and attention to detail;
- Ability to work both as a team and independently;
- Library experience, training or knowledge preferred;
- Ability to meet deadlines;
- Ability to work with the public in a tactful and courteous manner.

SAMPLE WORK ACTIVITIES:

- Provides public service to Library patrons;
- Performs routine circulation and reserve functions;
- Retrieves and delivers library material throughout the building;
- Assists staff with library functions as assigned.

HOW TO APPLY:

Interested candidates should send an application¹ (please mark letter or application “Senior Page PT –Central”) by **August 11, 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 to the Administrative Offices of the Central 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