NOTICE OF JOB VACANCY

Location: Grand Island Memorial Library  
Position Title: Senior Page, part-time  
Hours of Work: Days, evenings and weekends (Up to 19 hours/week)  
Hourly Rate: $13.00 per hour  
Posting Date: September 20, 2021

MINIMUM QUALIFICATIONS:
- Graduation from high school or possession of high school equivalency diploma (G.E.D.).

SPECIFIC REQUIREMENTS:
- Good computer and technology skills;  
- Knowledge of SirsiDynix software is preferred;  
- Detail oriented;  
- Excellent time and attendance record;  
- Ability to perform light/medium physical work (pushing book trucks);  
- Good communication skills;  
- Interest and ability to work with the public and be part of a team.

SAMPLE WORK ACTIVITIES:
- Provide assistance at the Circulation Desk;  
- Provide basic computer and other technology assistance to patrons;  
- Retrieve and shelve library materials;  
- Assist with library programs;  
- Assists clerical staff with library functions as assigned.

HOW TO APPLY:
- Interested candidates should send letter of interest/resume or application\(^1\) (please mark letter or application “Sr. Page PT – Grand Island”) 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 Grand Island Memorial 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](https://www.buffalolib.org/becpl-system/employment)

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