



NOTICE OF JOB VACANCY

Location: Central Library, Shipping & Receiving Department
Position Title: Senior Page, part-time (19 hours per week)
Hourly Rate: \$16.00 per hour
Hours of Work: Varied schedule, must be available Monday – Friday mornings
Date of Posting: April 3, 2024

The B&ECPL seeks individuals who will be excited to be a part of the Shipping & Receiving Department.

MINIMUM QUALIFICATIONS:

High school diploma or equivalency (G.E.D.).

SPECIFIC REQUIREMENTS:

- Excellent time and attendance record;
- Good judgment;
- Ability to read and comprehend the English language;
- Ability to perform physical work (sorting books, loading and unloading trucks)
- Ability to lift and stack boxes up to 50 lbs.

HOW TO APPLY:

- Interested candidates should send a resume or application¹ (please mark “Senior Page – Shipping”) by **April 13, 2024** 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 at 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 <https://www.buffalolib.org/becpl-system/employment>