



NOTICE OF JOB VACANCY

Location: Central Library, Special Collections Department
Position Title: Senior Page, part-time (up to 19 hours per week)
Hourly Rate: \$16.50 per hour
Hours of Work: Days, Evenings, & Weekends
Date of Posting: May 19, 2025

The B&ECPL seeks individuals who will be excited to assist patrons in the Grosvenor Room at the Central Library. This special collections department houses the local history collection, maps, genealogical records and music scores.

MINIMUM QUALIFICATIONS:

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

SPECIFIC REQUIREMENTS:

- Excellent time and attendance record;
- Exceptional interpersonal and communication skills;
- Computer skills;
- Ability to perform light physical work;
- Detail oriented;
- Ability to work independently and as part of a team.

SAMPLE DUTIES (Illustrative only):

- Provide assistance with microfilm and microfiche;
- Provide basic computer and other technology assistance to patrons;
- Retrieve and shelve library materials;
- Assists clerical staff with library functions as assigned.

HOW TO APPLY:

- Interested candidates should send resume and letter of interest **or** an application¹ (please mark "Senior Page – Grosvenor") by **May 28, 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

Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.

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