



Location: West Seneca Public Library
Position Title: Senior Page, part-time
Hours of Work: Days, evenings and weekends (Up to 19 hours/week)
Hourly Rate: \$16.50 per hour
Posting Date: August 25, 2025

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;
- Ability to work well with the public.

SAMPLE WORK ACTIVITIES:

- Provides assistance at the Circulation Desk;
- Provides basic computer and other technology assistance to patrons;
- Retrieves and shelve library materials;
- Assists with library programs;
- Assists clerical staff with library functions as assigned.

HOW TO APPLY:

- Interested candidates should send an application¹ (please mark letter or application "Sr. Page PT – West Seneca") by **September 5, 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 at the West Seneca Public 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