NOTICE OF JOB VACANCY

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: $13.00 per hour
Posting Date: September 13, 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;
- Ability to work well with the public.

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 application1 (please mark letter or application “Sr. Page PT – West Seneca”) 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 West Seneca Public Library, the Administrative Offices of the Central Library, or to hr@buffalolib.org.
  The posting will remain open until the position is filled.

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

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