NOTICE OF JOB VACANCY

Location:	**Central Library, Shipping & Receiving Department**
Position Title:	**Truck Driver, part-time (19 hours per week)**
Hours of Work:	**Monday – Friday, starting at 7:00 am**
Hourly Rate:	**$18.926**
Original Posting Date:	**October 15, 2026**

MINIMUM QUALIFICATIONS:

- One (1) year of full-time working experience involving the operation of a truck or other automotive vehicle; and
- Possession of a valid New York State Motor Vehicle Operator's License.

SPECIFIC REQUIREMENTS:

- Physical condition commensurate with the demands of the position - ability to lift 50 pounds and to use a two wheel cart with a 250 pound load on it;
- Excellent time & attendance.

SAMPLE DUTIES (Illustrative only):

- Operates a truck, van or other vehicle to transport materials, and/or equipment to designated locations throughout all of Erie County;
- Loads and unloads vehicle;
- Performs minor repairs;
- Checks and replenishes gas, oil, and water;
- Checks shipping and receiving lists to ensure that all items shipped are accounted for;
- Plan, assess and secure delivery load for weight, placement and safety;
- Other duties as required.

HOW TO APPLY

- Please submit resume and cover letter, or application[i], by **October 25, 2026** 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 time of appointment.

[i] Applications are available at https://www.buffalolib.org/becpl-system/employment

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