



NOTICE OF JOB VACANCY

Location: Central Library - Print Shop
Position Title: Copy Machine Operator, Regular Part-Time¹
Hours of Work: Days - Monday - Friday
Job Group/Salary: III - \$13.982 to 18.588 per hour
Posting Date: January 11, 2019

MINIMUM QUALIFICATIONS:

- One (1) year of experience (2 years part-time) in the operation of high speed copy machine utilizing PDF, JPEG and other computer files and/or software.

SAMPLE DUTIES (Illustrative only):

- Operates high speed, digital, copy equipment;
- Sorts, arranges and delivers materials in a timely manner;
- Receives printed output from a computer and performs the required collation, including binding, folding, or cutting if needed. Loads paper and makes necessary adjustments and minor repairs to copy machines;
- Operates a commercial paper cutter, foot stapler, folding machine and jogger;
- Stops machines if they malfunction or output is unsatisfactory and notifies supervisor of problem;
- Maintains an inventory of supplies and stores supplies for machines, such as paper and toner, according to specific instructions;
- Maintains records on output processed and delivered to departments;
- Assists in the retrieving, filing and maintaining of departmental files, directories and other records;
- Organizes community flyers/brochures for system-wide library distribution;
- Maintains public brochure racks and community bulletin boards at Central Library.

HOW TO APPLY

- Interested candidates should send a resume and letter of interest (current AFSCME employees must state in their cover letter their full-time, regular part-time, or part-time AFSCME seniority date²) by **January 20, 2019** to:

Judy Fachko, Human Resources Manager
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887

¹ Regular part-time employees work between 20 and 39 hours per week.

² This position will be filled in accordance with the AFSCME Contract Articles XVII, XX, and XXI. **Those outside the AFSCME union will only be considered if there are no qualified AFSCME applicants.**