

# JOB OPPORTUNITY - BUFFALO & ERIE COUNTY PUBLIC LIBRARY



<b>Job Title:</b>	Page, part-time
<b>Recruitment:</b>	Ongoing
<b>Locations:</b>	Central Library, (8) Buffalo City Branches and (28) suburban locations
<b>Hours:</b>	Part-time; up to 19 hours/week (possible days, evenings and weekends)
<b>Wages:</b>	\$11.10/hour

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## Do you have what it takes?

- Have you been an Erie County resident for one (1) month?
- Can you perform light physical duties (pushing book trucks, lifting books)?
- Do you have basic computer literacy and alphabetizing skills?
- Are you an energetic person with a go-get 'em attitude?

## Job description:

A **page** is responsible for ensuring books, magazines, media and music are out and available for Buffalo & Erie County Public Library patrons. A page gets the materials to their correct locations and keeps them in order. Your job will involve being “on the move” within our libraries: you will stand, walk, crouch, stoop, squat, twist and push/pull up to 50 pounds, and lift up to 25 pounds.

## You may like this job if:

- You are organized and detail-oriented.
- You like knowing where things are, and are great at solving puzzles.
- You connect well with others and believe in providing exemplary customer experience.
- You're a reliable team player who adapts quickly.

## You'll love this position if:

- You believe in lifelong learning.
- You are friendly, approachable and helpful with customers' basic questions about the library.
- You enjoy being on the move. You will lift, stretch and push without hesitation.

If you're interested in joining our team, download and complete an employment application from the Buffalo & Erie County Public Library website at:

<http://www.buffalolib.org/sites/default/files/pdf/jobs/employment.pdf>

## Submit your application:

- 1) By email to: [hr@buffalolib.org](mailto:hr@buffalolib.org) or
- 2) By mail to: *Buffalo & Erie County Public Library*  
*Human Resources Department*  
*1 Lafayette Sq.*  
*Buffalo, NY 14203* or
- 3) In person at any Buffalo & Erie County Public Library location.

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