



## NOTICE OF JOB VACANCY

**Location:** Central Library or Buffalo branch libraries  
**Position Title:** Building Guard - Part-Time  
**Hourly Rate:** \$13.840 to start  
**Hours of Work:** 19 hours per week, days, evenings or weekends  
**Date of Posting:** Ongoing

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### MINIMUM QUALIFICATIONS:

- a) One (1) year of college training majoring in Criminal Justice, Law Enforcement, Police Science or a related field; or:
- b) Six (6) months full-time, or one year part-time, of experience as a watchman, guard, military police or related security position; or:
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Current registration as a Security Guard by the State of New York, Department of State, Division of Licensing Services is required.

### SAMPLE WORK ACTIVITIES:

- ◆ Controls access to building and property;
- ◆ Maintains order;
- ◆ Prevents trespass, loitering, theft, and property damage;
- ◆ Protects employees and public against physical harm caused by others;
- ◆ Assists visitors by directing them to appropriate locations.

### HOW TO APPLY

- Interested candidates should send a resume and letter of interest, or an application<sup>1</sup> marked "Building Guard, part-time" to:

Jeannine M. Doyle, Assistant Deputy Director  
Human Resources  
Buffalo & Erie County Public Library  
1 Lafayette Square  
Buffalo, NY 14203-1887

<sup>1</sup> Employment application can be found at <http://www.buffalolib.org/sites/default/files/pdf/jobs/employment.pdf>