



NOTICE OF JOB VACANCY

Location: Security Department
Position Title: Coordinator of Building Security
Appt. Type: Provisional
Job Group & Salary: IX - \$37,629 - \$55,334
Date of Posting: March 17, 2017

MINIMUM QUALIFICATIONS:

- Eligibility to accept a provisional appointment - must be qualified to take the next Civil Service Exam for this position. Successful candidate must place in the top three in order to remain in the position. Candidates must meet the following qualifications; either:
 - A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Criminal Justice or Business or closely related field, and two (2) years of experience in public security, law enforcement and/or military police, including one (1) year of supervisory experience; or
 - B) Graduation from a regionally accredited or New York State registered college with a two (2) year degree in Criminal Justice or Business or closely related field and four (4) years of experience in public security, law enforcement and/or military police, including one (1) year of supervisory experience; or
 - C) Graduation from a Basic Police Municipal Training Course consisting of 500 or more hours of a recognized and/or approved training curriculum through the New York State Division of Criminal Justice Services, or equivalent training and certification, and two (2) years of experience in college security or two (2) years law enforcement supervisory experience; or
 - D) Employment as a sworn police officer in the State of New York or equivalent with (2) years of supervisory experience in law enforcement; or
 - E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D).

SPECIAL REQUIREMENTS:

- US Citizenship; and
- Possession of a Valid New York State driver's license; and
- Must possess a valid NYS Guard license and complete annual in-service training as required under the NYS Security Guard Act of 1992.

SAMPLE WORK ACTIVITIES INCLUDE:

- Organizes and supervises the security program for the Central Library and Buffalo branches;
- Inspects premises to ensure efficacy of the security program;
- Confers with staff, issues instructions, and disseminates interpretation of security and safety matters;
- Establishes and maintains liaison with the various departments and divisions of the department;
- Conducts in-service training programs for security personnel;
- Supervises the maintenance of records and reports;
- Maintains liaison with appropriate law enforcement agencies;
- Inspects buildings and grounds and takes necessary action to eliminate existing or potential security, safety and fire hazards;
- Ensures that firefighting equipment is in proper condition and ready for immediate use;
- Supervises the enforcement of parking regulations;
- Provides fire prevention instructions for all employees;
- Supervision of lower level staff may include assigning tasks, scheduling, disciplines, etc.

HOW TO APPLY

- Interested candidates should send a resume and letter of interest by **March 31, 2017** to:

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