



## NOTICE OF JOB VACANCY

**Location:** Central Library or Buffalo Branch Libraries  
**Position Title:** Building Guard  
**Hours of Work:** Various (40 hours/week)  
**Salary:** \$43,029 - \$58,359 (AFSCME Job Group 6)  
**Type of Appt:** Permanent or Provisional<sup>1</sup>  
**Date of Posting:** 2025, ongoing recruitment

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### MINIMUM QUALIFICATIONS:

- Those permanent Building Guards eligible for transfer; or
- Placement on the current Building Guard (Library) Civil Service List; or
- Eligibility to accept a provisional appointment:  
**Graduation from high school or possession of a high school equivalency diploma and 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 library buildings and property;
- Maintains order and, if necessary, removes disorderly patrons from library buildings;
- Protects employees and public against physical harm caused by others;
- Writes incident reports in a clear and concise manner;
- Inspects packages and parcels carried into or out of buildings;
- Summons proper authorities to apprehend or arrest visitors suspected of committing crimes;
- Calling police, emergency medical services (EMS) and/or fire departments in cases of emergency;
- Provides initial intervention such as first aid/CPR/AED (training provided) while awaiting arrival of emergency responders;
- Utilizes state-of-the-art security equipment to monitor library buildings and property and dispatch as required;
- Assists visitors by directing them to appropriate locations.

### HOW TO APPLY:

- Interested candidates should send a resume or application to [hr@buffalolib.org](mailto:hr@buffalolib.org) or to:

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 the time of appointment.*

<sup>1</sup> Competitive position – Must have a reachable score on upcoming Civil Service Exam to remain in position.