



NOTICE OF JOB VACANCY

Location: Central Library or Buffalo Branch Libraries
Position Title: Building Guard, part-time
Hours of Work: Various (up to 19 hours/week)
Hourly Rate: \$20.687 to start (AFSCME Job Group 6)
Date of Posting: 2025, ongoing recruitment

MINIMUM QUALIFICATIONS:

- ◆ 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 building and property;
- ◆ Maintains order and, if necessary, removes disorderly patrons from library buildings;
- ◆ Prevents trespass, loitering, theft, and property damage;
- ◆ Protects employees and public against physical harm caused by others;
- ◆ Writes incident reports in a clear and concise manner;
- ◆ 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 an application or resume to 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.