



NOTICE OF JOB VACANCY

Location: Central Library or Buffalo Branch Libraries
Position Title: Watch Attendant, part-time
Hourly Rate: \$18.464 to start (AFSCME Job Group 4)
Hours of Work: Various (up to 19 hours per week)
Date of Posting: 2025, ongoing recruitment

MINIMUM QUALIFICATIONS:

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

SAMPLE WORK ACTIVITIES:

- Safeguarding and maintenance of the Library;
- Tours and inspects the Library to detect fire, thefts, vandalism, etc.;
- Reports fires, thefts or disorders to proper authorities;
- Protects employees and public against physical harm caused by others;
- Answers telephone calls inquiring about Library hours, directions, services, and relaying messages;
- Writes incident reports in a clear and concise manner;
- Inspects packages and parcels carried into or out of buildings;
- Gives directions or instructions to people entering the Library;
- Checks windows and exits to see that they are properly closed or locked.

HOW TO APPLY

- Interested candidates should send a resume or application 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.