



## NOTICE OF JOB VACANCY

**Location:** Central Library or Buffalo Branch Libraries  
**Position Title:** Watch Attendant RPT\*  
**Hourly Rate:** \$18.464 to start (AFSCME Job Group 4)  
**Hours of Work:** Various (up to 39 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](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.*

\* RPT stands for Regular-Part-Time and is considered a position which is scheduled for at least 20 hours and up to 39 hours per week. This position is eligible for benefits.

***The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.***