



NOTICE OF JOB VACANCY

Location: Central Library or Buffalo Branch Libraries
Position Title: Building Guard
Hours of Work: Various (40 hours/week)
Salary: \$44,104 - \$59,817 (AFSCME Job Group 6)
Type of Appt: Permanentⁱ
Date of Posting: July 23, 2026

MINIMUM QUALIFICATIONS:

- Those permanent Building Guards eligible for transfer; or
- 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.**

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 by **August 3, 2026** 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.

ⁱ The NY HELPS (Hiring for Emergency Limited Placement Program Statewide) is a New York State program that allows civil service agencies to hire qualified permanent employees quickly and without requiring them to take a competitive civil service exam. It was created to help agencies fill critical vacancies by streamlining the appointment process, though candidates must still meet all other minimum qualifications for the job.