NOTICE OF JOB VACANCY

Location: Central Library or Buffalo Branch Libraries
Position Title: Building Guard – Part-Time
Hours of Work: Various – days, evenings and/or weekends (19 hrs/wk)
Hourly Rate: $14.687 to start
Date of Posting: January 1, 2020

MINIMUM QUALIFICATIONS:

a) One (1) year of college training majoring in Criminal Justice, Law Enforcement, Police Science or a related field; or
b) Six (6) months full-time, or one (1) year part-time, of experience as a watchman, guard, military police or related security position; or
c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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;
♦ Prevents trespass, loitering, theft, and property damage;
♦ Protects employees and public against physical harm caused by others;
♦ Assists visitors by directing them to appropriate locations.

HOW TO APPLY

➢ Interested candidates should submit resume/cover letter or application1 marked “Building Guard PT”
  o By email to hr@buffalolib.org; or
  o By mail to: Judy Fachko, Human Resources Manager Buffalo & Erie County Public Library 1 Lafayette Square Buffalo, NY 14203-1887; or
  o In person at any Buffalo & Erie County Public Library location.

➢ The posting will remain open until the position is filled.

1 Employment application can be found at www.buffalolib.org/sites/default/files/library-system/jobs/ongoing/Employment%20Application%202019.pdf