



NOTICE OF JOB VACANCY

Location: Central Library or Buffalo Branch Libraries
Position Title: Watch Attendant RPTⁱ
Hourly Rate: \$18.464 to start (AFSCME Job Group 4)
Appt Type: Permanent
Hours of Work: Various
Date of Posting: October 10, 2025

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;
- Protects employees and public against physical harm caused by others;
- Tours and inspects the Library to detect thefts, vandalism, fire, etc.;
- Reports disorders to proper authorities;
- 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 by **November 10, 2025** 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 RPT stands for Regular-Part-Time and is a position which is scheduled for at least 20 hours and up to 39 hours per week. This position is eligible for benefits.