



NOTICE OF JOB VACANCY

Location: Central Library or Buffalo Branch Libraries
Position Title: Building Guard
Hours of Work: Various (40 hours/week)
Salary: \$41,979 - \$59,936 (AFSCME Job Group 6)
Type of Appt: Permanent or Provisional¹
Date of Posting: 2024, ongoing recruitment

MINIMUM QUALIFICATIONS:

- Those permanent Building Guards eligible for transfer; or
- Eligibility to accept a provisional appointment:
Graduation from high school or possession of a high school equivalency diploma, and either
 - A) 1 year of college training majoring in Criminal Justice, Law Enforcement, Police Science or a related field; or
 - B) 6 months 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 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 to hr@buffalolib.org or:

Judy Fachko, Assistant Deputy Director, Human Resources
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887

¹ Competitive position – Must have a reachable score on upcoming Civil Service Exam to remain in position.