



NOTICE OF JOB VACANCY

Location: Central Library or Buffalo Branch Libraries
Position Title: Building Guard, part-time
Hours of Work: Various (19 hours/week)
Hourly Rate: \$17.848 to start
Date of Posting: January 1, 2022, ongoing recruitment

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 an application¹ marked "**Building Guard PT**"
 - By email to hr@buffalolib.org; or
 - By mail to:
Judy Fachko, Assistant Deputy Director, Human Resources
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887; or
 - In person at the Central Library's Administrative Offices.
- This is an ongoing posting.

¹ Employment application can be found at <https://www.buffalolib.org/becpl-system/employment>