



## NOTICE OF JOB VACANCY

**Location:** Central Library or Buffalo Branch Libraries  
**Position Title:** Watch Attendant RPT\*  
**Hourly Rate:** \$18.014 to start (AFSCME Job Group 4)  
**Hours of Work:** Various (up to 39 hours per week)  
**Date of Posting:** 2024, ongoing recruitment

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### 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;
- Tours and inspects the Library to detect fire, thefts, vandalism, etc.;
- Reports fires, thefts or disorders to proper authorities;
- Answers telephone calls inquiring about Library hours, directions, services, and relaying messages;
- 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 submit resume/cover letter or application† marked:  
“**Watch Attendant RPT**”
  - By email to [hr@buffalolib.org](mailto:hr@buffalolib.org); or
  - By mail or in person to:  
**Buffalo & Erie County Public Library**  
**Human Resources Department**  
**1 Lafayette Square**  
**Buffalo, NY 14203**
- This is an ongoing posting.

*Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.*

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\* RPT stands for Regular-Part-Time and is considered a position which is scheduled for at least 20 hours and up to 39 hours per week.

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