



## 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:** \$14.399 to start  
**Date of Posting:** January 1, 2019

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### 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 application<sup>1</sup> marked "Building Guard PT"
  - By email to [hr@buffalolib.org](mailto:hr@buffalolib.org); or
  - By mail to:  
**Judy Fachko, Human Resources Manager**  
**Buffalo & Erie County Public Library**  
**1 Lafayette Square**  
**Buffalo, NY 14203-1887;** or
  - In person at any Buffalo & Erie County Public Library location.
- The posting will remain open until the position is filled.

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<sup>1</sup> Employment application can be found at

<http://www.buffalolib.org/sites/default/files/pdf/jobs/employment.pdf>