

JOB POSTING DATE:	December 23, 2011
JOB TITLE:	Security – Main Library
WAGE RANGE STARTS AT:	\$10.25 per hour
HOURS PER WEEK:	15 to 18 hours per week
JOB DUTIES:	See attached job description
SUBMIT APPLICATION TO:	Cindy Lane, HR Manager

JOB TITLE: Main Library Security Officer

REPORTS TO: Head of Circulation

JOB LOCATION: Main Library

PURPOSE OF POSITION:

To provide a safe and secure environment at the Main Library, both inside the building, and the surrounding library property.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (not all inclusive)

1. Responsible for safety and security of the main library, including:
 - a. Public parking lot.
 - b. Staff parking lot.
 - c. Lobby areas.
 - d. Elevators.
 - e. All levels of the building.
2. Responsible for the prevention or stoppage of:
 - a. Noisy patrons.
 - b. Vandalism.
 - c. Loitering.
 - d. Inappropriate or illegal behavior of staff or patrons.
3. Assist staff with materials security system when alarm sounds.
4. Available for CPR, first aid, and rescue if necessary.
5. Available to escort staff to vehicles if necessary.
6. Available to monitor security at library meetings and programs as needed.
7. Cooperate with all staff in performing tasks essential to providing quality customer service and the achievement of library objectives, goals, and mission in conjunction with the Strategic Plan.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. All job requirements listed below are representative of the knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

KNOWLEDGE, CRITICAL SKILLS, AND ABILITIES:

1. Law enforcement and/or security officer training.
2. Ability to communicate effectively with patrons and with fellow library employees, both verbally and in writing.
3. Ability to work harmoniously and effectively with the public, local law enforcement agencies, and with other staff members.
4. Ability and willingness to become familiar with library services, programs, materials, and routines.
5. Ability to sit or stand and/or walk for prolonged periods of time (1 or more hours).

OTHER SKILLS AND ABILITIES:

1. Knowledge of, or experience with, library routines, procedures and duties.
2. Travel to library meetings or workshops as needed or requested.
3. The employee must be familiar with, or able to learn to function with, the following equipment in order to perform job functions:
 - a. Telephone system
 - b. Library security system

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; smell. The employee is occasionally required to stand; walk; sit; climb; balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The employee must be able to perceive, initiate, or respond to fire alarms, warning sirens, and telephone system all-call messages in a calm, rational manner, making sure that the other employees and patrons are safe and out of the building.

Work Environment: While performing the duties of this job, the employee may be exposed to room temperature changes, fumes from household-type cleaners, and airborne particles. The noise level in the work environment is usually low to moderate.

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

NOTE: This is a part-time position up to 18 hours per week, primarily after school hours, but including evenings and weekends as assigned. This position may also include traveling to library meetings and workshops as needed.