

POSITION DESCRIPTION
CLARK COUNTY PUBLIC LIBRARY

An Equal Opportunity Employer

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Job Title: **SECURITY OFFICER**

Department: Director's Office

Immediate Supervisor: *Security Coordinator*

Work Coordinator For: *N/A*

FLSA Status: Non-Exempt

JOB RESPONSIBILITIES:

Under general supervision of the *Security Coordinator*, the *Security Officer* performs a variety of duties as related to the security of Library facilities, employees, and patrons, complying with all Clark County Public Library safety policies and procedures, and minimizes loss of materials.

QUALIFICATIONS:

- High school diploma or equivalent. Two years of successful experience in work-related field required.
- or
- An equivalent combination of education, training and experience at the discretion of the Director and/or the Board of Trustees
- Employment offer conditioned upon the candidate passing criminal background and reference checks

WORKING CONDITIONS:

- Must be able to work a flexible schedule, including evenings and weekends
- May be called and ask to report for work on short notice for library emergencies

PHYSICAL REQUIREMENTS

- Ability to frequently sit, stand, walk, pull, reach, bend, stoop, kneel, turn, see at close range and distances, use computer equipment, speak and hear to monitor workplace conditions and respond to communication with staff members. Lift or push light to moderate weight and occasionally lift or push moderate to heavy weight (up to 100 pounds)
- Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required. Must have reliable transportation for travel between Main and Branch libraries; may be required to travel for training
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

CLARK COUNTY PUBLIC LIBRARY

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Standards, concepts, practices and procedures within the security field • Library policies and procedures* • Computer applications, security cameras, telephone and cell usage, facility alarms • Effective problem-solving and conflict resolution techniques • Community resources (safety, emergency, social services) • Economic and social issues facing Clark County 	<ul style="list-style-type: none"> • Speak and write effectively; complete reports accurately • Interact and respond appropriately to patrons, local law enforcement and fire officials, vendors, and staff regardless of cultural background, status, lifestyle choices, or position • Maintain a high degree of ethics, integrity and confidentiality • Present Clark County Public Library in a positive and professional manner; adhere to CCPL guidelines and procedures • Work with minimal supervision; make good decisions

* May be acquired after hire

% of Time	ILLUSTRATIVE DUTIES: <i>(The duties listed below are not all-inclusive. Rather, they illustrate the type of work assigned to a position incumbent. All essential functions of the job are noted by ★. The percentage of time allocated to each group of duties is approximate.)</i>
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85% SECURITY COVERAGE

- ★ Maintains appropriate security to protect the physical well-being of staff and patrons, and minimizes loss of materials
 - Patrols the building and grounds regularly to maintain order and enforce regulations
 - Investigates potential problems discreetly; intervenes and diffuses incidents with little or no disruption of services to the public
 - Secures buildings at closing and set alarm systems
 - Informs patrons of library behavior policies and enforces those policies
 - Monitors electronic or video security systems as needed
 - Accompanies Library employees to parking areas when requested
- ★ Cooperates with police, fire, law enforcement authorities and the legal system as requested
- ★ Adjusts schedule and remains flexible to meet changing work needs and demands
- ★ Responds to fire and security alarms and incidents after normal working hours if requested
- ★ Assists with staff training and handling emergencies involving patrons and staff in the event of accidents, tornado, fire, and security incidents, thefts, etc.
- ★ Participates in training and continuing education programs related to position

10% CLERICAL DUTIES

- ★ Maintains knowledge of the standards, concepts, practices and procedures within the safety field
- ★ Converses with others in person and by telephone
- ★ Reviews and maintains knowledge of recent crime trends as outlined by Springfield Police Department and their Crime Alerts
- ★ Completes incident reports clearly and informatively shares information and resources appropriately
- ★ Maintains confidentiality of office files, records and documents, CCPL proprietary information and employee personnel information
 - Assists staff as needed with transportation of materials (deliveries, donations, etc.) and light maintenance if requested

5% MISCELLANEOUS

- ★ Performs related duties as assigned for the efficient operation of the Library

- ★ *Denotes an essential function of the job*

Employee Signature

Date