

Employment Opportunity – Clark County Public Library



The Information Place

Job Title: **Security Officer** | Grade 14 | Part-time – 21 Hrs. | FLSA: Non-Exempt

Location: Clark County Public Library, 201 S. Fountain Ave., Springfield, Ohio

Under general supervision of the *Security Coordinator*, the *Security Officer* performs a variety of duties 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.

APPLICATION PACKET: [Incomplete/illegible Applicant Packets may be disqualified]

1. **Completed CCPL *Employment Application*** – two formats available online at: [CCPL *Employment Application*](#) or available at library locations
2. **Cover Letter indicating previous applicable experience and training**
3. **Résumé**
4. **Three (3) professional references**

SUBMIT REQUIRED ITEMS: by mail or in a sealed envelope to any CCPL location, addressed to:

William Martino, Director's Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080

OPEN UNTIL FILLED – Review of complete, accurate submissions begins immediately upon receipt

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

- High school diploma or equivalent
and
- Two years of successful experience in work-related/security field desired
- Customer service experience preferred
- Equivalent combination of education, training and experience will be considered
- Job offer conditioned upon candidates successfully completing criminal background and reference checks

MINIMUM QUALIFICATIONS & REQUIREMENTS: (See [Security Officer Position Description](#))

- Able to perform each essential duty satisfactorily and demonstrate the necessary skills, knowledge, and abilities required (not to be construed as exhaustive statement of duties, responsibilities or requirements).
- Ability to learn CCPL security software, various computer applications, use of security cameras, facility alarms
- Possess valid Ohio Driver's license or ability to obtain one, and continuous insurability; able to provide proof of auto insurance (personal vehicle)
- Must have reliable transportation for travel between Main and Branch libraries; may be required to travel for training. Position may be primarily at the *Southgate Branch*
- Working knowledge of telephone and cell usage
- Must be dependable and punctual. Irregular hours may be required for staffing and library emergencies
- Interact and respond appropriately to patrons, local law enforcement and fire officials, vendors, and staff regardless of cultural background, status, lifestyle choices, or position
- View the Position Description for Physical Requirements – Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: (See [Security Officer Position Description](#))

- Perform a variety of duties related to security of library facilities, staff, and patrons, in compliance with CCPL policy
 - Patrol the buildings and grounds regularly to maintain order and enforce regulations
 - Advise Library patrons of behavior guidelines; intervene if problems occur; engage in positive conflict resolution
 - Complete incident reports clearly and informatively
- May be assigned to Main Library or branch locations as needed
- Maintain control in emergency situations; demonstrate independent thinking and good decision-making
- Communicate clearly and concisely both orally and in writing; understand and follow written and verbal direction
- Maintain confidentiality of office files, records, documents, and employee personnel information
- Maintain knowledge of the standards, concepts, practices, and procedures within the safety field
- Represent the library professionally when dealing with staff, local law enforcement and fire officials, vendors, and library patrons; establish and maintain effective working relationships
- Accompany Library employees to parking areas when requested; assist with transportation of materials if needed

Salary and Benefits: \$17.16 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, holidays, and sick leave, in accordance with CCPL Personnel Manual guidelines; Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required, pursuant to O.R.C. 125.151(B)

Clark County Public Library is an Equal Opportunity Employer