

**St. Joseph County Public Library
Job Requirements**

Position Title: Substitute Security Officer
Level/Status: 5/Non-Exempt
Beginning Pay: \$11.26- \$13.25, Hourly
Pay Range: \$11.26- \$15.23, Hourly
Agency: Security
Location: Various Library Locations

Education and Experience:

- High School or equivalent required.
- Minimum one year security experience or related work.

Hours:

- Varied hours which may include partial days, evenings, Saturdays and Sundays.
- Required to adapt to a flexible schedule as arranged by Manager to meet scheduling needs.

Requirements:

- Excellent verbal and written communication skills that include the ability to understand and carry out oral and written instructions.
- Possess reliable transportation, and be willing to work at other branches if and when the need arises.
- Able to stand and walk inside and outside the facility for long periods of time.
- Quick response to scheduling requests and communications.
- Wear and maintain the security uniform of the Library in a clean, neat, and orderly appearance on a daily basis.

Ability to:

- Model excellent customer service relating both to patrons and to library staff.
- Work harmoniously with other employees and Supervisor.
- Work cooperatively, courteously, yet firmly with all segments of the general public.
- Stay alert for lengthy periods of time.
- Use good judgment in a variety of difficult situations.
- Accept and manage change.
- Work safely without presenting a direct threat to self or others.
- Be enthusiastic, creative, flexible, energetic, value diversity, and possess a sense of humor

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Performs duties to provide security services for patrons and staff. Working under the direct supervision of the Library's Security Services Manager, the Security Officer will:

Essential Job Duties:

1. Enforce and maintain the Library's Code of Conduct and all regulations related to the safety and security of patrons and employees.
2. Respond and assist with all emergency situations on library property.
3. Answer routine inquiries and direct visitors to appropriate areas.
4. Prepare and submit daily security reports and activity logs in a timely fashion.
5. Perform scheduled security checks of library property, including the parking lot.
6. Escort patrons and employees to their vehicles when needed.
7. Ensure all employees have safely left the facility and the parking lot at closing.

Perform other duties as assigned.