



Library Assistant, Security Services

Part-time: 29 hours weekly

Wage Range: \$8.75-\$10.00

Immediate Supervisor: Library Director

Purpose: Maintains safe and secure environment for patrons and employees by patrolling and monitoring premises and personnel.

Duties:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry to authorized persons for building maintenance.
- Enforces library policies and procedures, especially the Behavior, Appearance, Child Safety and Computer Use Policies.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Patrols Library grounds and controls traffic by directing drivers and securing parking lot after library is closed.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains organization's stability and reputation by complying with legal requirements.
- Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications: Experience in Security Services, Veteran of the US Military Service preferred. Surveillance Skills, Deals with Uncertainty, Judgment, Objectivity, Dependability, Emotional Control, Integrity, Safety Management, Professionalism and Reporting Skills.

Working Conditions:

- Work in an urban library setting directly with the public
- Sustained posture in a standing and/or walking position for prolonged periods of time
- Perform bending, lifting, and pushing

Application Procedure: All applicants must submit a completed Pontiac Public Library Employment Application, Resume, Cover letter, and three references to be considered for the position. Please fax, mail or e-mail the application and any accompanying documents to Devan Green, Library Director, dbgreen@tln.lib.mi.us, 60 East Pike, Pontiac, MI 48342 Fax: 248-430-8254. For more information, you may contact the library 248-758-3942.

Pontiac Public Library is an Equal Opportunity/Affirmative Action Employer. All interested applicants are encouraged to apply.