

JOB SPECIFICS

Title: Part-time Security Officer

Department: Safety and Security

Reports To: Executive Director

Revision Date: July 2022

Schedule: 8-15 hours per week

Salary: \$15

POSITION BACKGROUND

The Part-time Security Officer works with the public and staff to explain and, when needed, enforce the Customer Behavior Policy. The most important skills are interpersonal communication, conflict resolution, and ability to obtain cooperation. The Security Officer must be proficient in recognizing and handling conflicts, infractions, and emergencies. He or she also have excellent judgement in knowing when and how to apply Library policies to individual situations. The ideal candidate will project an energetic, positive presence and demonstrate a passion for customer service.

JOB SUMMARY

- Knowledge of accepted practices relating to security operations, particularly those that relate to public facilities
- Patrol and monitor interior and exterior library facilities
- Excellent observation skills; an ability to remain alert and attentive, anticipate potential disruptive behavior and safety or security threats and take preventative action
- Conflict resolution skills; communicate clearly and diplomatically while enforcing security policies and procedures, often under stressful situations
- Investigate and handle disturbances and emergencies; obtain police, medical, and law enforcement assistance as needed
- Ability to prepare clear, detailed, and accurately written reports
- Ability to operate two-way radio and communications and surveillance equipment
- Take lead role in responding to building emergencies and evacuations
- Identify and recommend procedures and methods to prevent property loss and damage
- Perform crowd control duties for special programs and events
- Open and close library buildings
- Other duties as assigned within the scope, spirit, and purpose of the job

MINIMUM QUALIFICATIONS

Educational Requirements

- High School diploma or equivalency

Experience

- Minimum of one year of related experience performing similar duties in a public setting
- Knowledge of community safety, emergency, and social service resources
- Knowledge of the economic and social issues facing the City of Reading
- Experience working with a diverse community

Clearances

- PA Child Abuse Clearance
- Mandated Reporting Training for Child Abuse
- PA Criminal Record Check
- FBI Criminal Background Check

KNOWLEDGE, SKILLS & ABILITIES

- Ability to work with minimal supervision
- Ability to act calmly and with composure in difficult situations
- Ability to perform the physical activities inherent in security patrol duties
- Able to work evenings and Saturdays as required
- Bi-lingual Spanish a plus

WORKING CONDITIONS

Physically active position. Walking, running, standing, rapidly ascending and descending stairs and lifting up to 75 pounds. Ability to engage in these physical activities for a typical shift duration. Height and weight in proportion. Must be able to communicate and be understood clearly. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Disclaimer

Management reserves the right to add, modify, change or rescind work assignments as needed. The essential functions or duties listed above are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.