**Title:** Security Monitor

**Reports to:** Maintenance Security Supervisor

**Jobs Supervised:** May supervise volunteers as assigned.

**Schedule**: Part-time 16 hours/ week, Non-Exempt. Hours may be Monday to Thursday 9 a.m. to 9 p.m., Saturdays 9 a.m. to 5 p.m. and Sundays 1-5 p.m.

**Wage**: Starting between $13.20- $21 per hour, experience is a factor in the starting range.

**Nature and Scope of Position:**

The Security Monitor will be responsible for the safety of the library, its staff and patrons. The Applicant must be confident in de-escalation techniques and handling a variety of issues involving the public on a daily basis. The Applicant may have to deal directly with children 8-18 on a daily basis in an after school club setting.

**Essential Functions and Responsibilities:**

* Patrol and monitor library
* Supervise the library’s After School Program and serve snacks daily
* Engage with difficult or irate adult and youth patrons and de-escalate situations
* Remove banned patrons from premises by non-physically confrontational means
* Work directly with local law enforcement
* Be able to navigate CCTV system
* Write incident reports in electronic log system
* Assist with room set ups
* Light janitorial duties
* May serve as person-in-charge as assigned
* Performs other duties as assigned

**Essential Knowledge, Skills, Abilities:**

* Knowing when to “observe-and-report” and when to engage a subject.
* Good verbal judo skills
* Professional demeanor and a team player.
* Strong ability to adapt to change.
* Basic keyboard, data entry, and typing skills.
* Ability to provide outstanding customer service.
* Well-developed oral communications skill.Sec
* Attention to detail.
* Ability to read, write and speak English.
* Ability to give and receive instructions in English.
* Alpha-numeric recognition skill.
* Ability to use basic office equipment.
* Ability to pass a criminal background check.
* Must have access to reliable transportation.

**Physical requirements:**

* Requires full range of motion, including standing, sitting, or walking for extended periods
* Requires bending, stooping, and reaching to retrieve library materials
* Must have dexterity and eye-hand coordination to move materials or operate automated equipment
* Must be able to lift boxes of books, paper, or other items weighing up to 40 lbs

**Contacts:** Patrons, volunteers, other library staff, and peers at other organizations

**Working Conditions:** Normal office conditions. Occasional outside duties in permitting weather

**Education and Experience:**

* Previous security experience is preferred
* Ability to deal with patrons of all skill levels and ages
* Ability to represent the library at professional and community events
* Ability to read, write, and speak Spanish is a plus

This is a part-time position at 16 hours per week with pro-rated personal time as a benefit. Schedule requires day, evening and weekend hours. The pay range for new hires in this position is $13.20/hour to $21.00/hour. Offers are made within this range based on competencies and experience.

Position open-until-filled. To apply please submit a resume, letter of interest and three professional references to Omar Latif, Maintenance/Security Supervisor olatif@zblibrary.org

Zion-Benton Public Library District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.