



## ZION-BENTON PUBLIC LIBRARY

2400 Gabriel Ave., Zion, IL 60099 • 847.872.4680 • zblibrary.info  
Serving the communities of Beach Park, Winthrop Harbor, and Zion.

- Title:** Security Monitor I
- Reports to:** Maintenance and Security Supervisor
- Jobs Supervised:** May supervise volunteers as assigned.
- Schedule:** Full-time 37.5 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 pay rate \$16.00 per hour.

### **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.

### **Essential Functions and Responsibilities:**

- Patrol and monitor library
- 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.
- 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.



## ZION-BENTON PUBLIC LIBRARY

2400 Gabriel Ave., Zion, IL 60099 • 847.872.4680 • zlibrary.info  
Serving the communities of Beach Park, Winthrop Harbor, and Zion.

- 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

### **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