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## JOB DESCRIPTION

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**TITLE:** Security Monitor  
**REPORTS TO:** Facilities Manager

**DEPT.:** Facilities  
**CLASSIFICATION:** Non-Exempt

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**Objective:**

As a team member of the Facilities Department, patrols the library premises to ensure the safety of both patrons and staff. Works with person in charge to ensure that appropriate behavior is maintained.

**Duties:**

1. Maintains awareness of and provides security for all areas of the Main Library premises including the building, parking lots, and grounds. Patrols library premises to maintain an appropriate environment for patrons and staff by enforcing Library policies.
2. Assists in behavior correction, crisis situations, and emergencies including contacting law enforcement and emergency personnel. Collaborates with person in-charge when necessary.
3. Notifies Facilities Manager of building issues, including but not limited to problems with toilets, elevators, HVAC, etc.
4. Performs closing responsibilities related to vacating and securing the building and grounds.
5. Provides support tasks as needed, including but not limited to directional information and receiving book donations.
6. Empties parking garage book drop according to established schedule.
7. Sets up meeting rooms and changes room set-ups as required.
8. Conducts branch deliveries and performs errands. Loads, unloads, and distributes deliveries.
9. May assist facilities staff with minor building and grounds issues.
10. Participates in continuing education through library provided training, reading, and workshops. Shares information learned.
11. Performs other duties as assigned.

**Minimum Qualifications:**

Education:

High school diploma or equivalent.  
Permanent Employee Registration Card (PERC) preferred.

Experience:

1 year of related experience in a comparable business, organization, or library.

Knowledge, Skills, & Abilities:

- Ability to work with efficiency, skill, accuracy and appropriate speed
- Ability to work collaboratively as a member of a team with colleagues and managers
- Communicates effectively in English, both orally and in writing
- Ability to read and understand written information and instructions

- Ability to use good judgment following procedures in support of library policies
- Ability to empathize and relate to staff needs, exploring beyond the initial question to determine the actual information desired
- Ability to handle emergency situations in a calm, capable manner
- Ability to provide excellent customer service at all times with the public and staff
- Ability to handle multiple tasks and efficiently organize work
- Ability to exercise initiative and to make appropriate independent decisions
- Knowledge of Windows platforms and MS Office Suite

**Supervisory Responsibility:**

None.

**Physical Requirements:**

- speaking, hearing, vision, and manual dexterity sufficient to adequately perform the job
- ability to lift and carry up to 50 pounds occasionally and transport/push/pull up to 150 pounds of library materials from one library location to another.
- ability to kneel, squat, crouch, climb ladders and stairs, and reach above shoulder level

**Working Conditions:**

Work is performed in a typical library environment with a boiler and mechanical room. Maintenance work will involve exposure to differing temperature conditions, dust, dirt, chemicals, grease, oil, solvents, fumes, electrical current and water. Will work in inclement weather conditions. Will work at heights above floor level. Must have valid driver's license and proof of auto insurance.