



Job Posting Request Form

Company Name

Pontiac Public Library

Position Title

Library Asst. Security (2 positions)

Job Description

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. Urban library setting. COVID equipment will be supplied.

Contact Name

Devan Green

Contact Phone Number

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Contact Email

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What type of job is this?

Part Time

Position Opening Date

Wednesday, October 7, 2020

Compensation

\$9.50-10/hour

PDF attachment of job details

library-assistant-security.pdf