

## Job Posting

Position Title: Security Officer, part-time, Operations Department

Date posted: October 18, 2024

Application Deadline: November 3, 2024

### Description

We are looking for someone to help protect the people, property, and equipment at the library. Apply for this job if you are energetic – love working with all kinds of people—and if you want a job where every day is a challenge, full of variety! On-the-job training will be provided.

### Essential Functions

- Make periodic patrols of the building and parking areas, writing incident reports and suspensions as necessary in a timely manner
- Review video footage as necessary
- Monitor mechanical equipment
- Use non-violent crisis intervention techniques to diplomatically confront people using disruptive, offensive, or inappropriate behavior
- Adhere to and enforce library, state, local, federal, and CDC safety guidelines
- Respond to, investigate, and report any safety hazard or emergency
- Must have a positive attitude and experience in delivering outstanding customer service

**Skills:** friendly, personable, mentally alert, emotionally stable, demonstrate good judgment, and physically fit in order to cope with emergencies as well as daily duties. Must have basic reading skills and basic computer knowledge.

**Hours:** 19 hours per week. Hours may include mornings, afternoons, evenings, and weekends. A mutually agreeable schedule will be set with the successful applicant. The hours of this position can be flexible and may change as departmental needs change.

**Required Qualifications:** Position requires a High School diploma. Some college preferred. Security or law enforcement background preferred. Must be at least 21 years old, pass a background examination, and have a clear criminal conviction record. Successful applicant needs to be in good health and have good personal habits such as neatness and dependability. Should be trained in first aid, CPR, and AED, or willing to complete training upon hire. Must be able to communicate clearly and effectively with a diverse population.

**Salary:** \$19.18 per hour

[APPLICATION FOR EMPLOYMENT \(bloomingtonlibrary.org\)](https://www.bloomingtonlibrary.org)

**To Apply:** Submit application and resume to:

Gayle Tucker, HR Manager

Bloomington Public Library

205 E. Olive St.

Bloomington, IL 61701

Or email to [hr@bloomingtonlibrary.org](mailto:hr@bloomingtonlibrary.org)

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