

Library Security Guard (unarmed)
(Part-Time WCFL)

GENERAL RESPONSIBILITIES

The part-time Security Guard works to maintain safe and secure environment for library customers and staff, and helps to provide effective access to resources.

REPORTS TO: Security Department Head

ESSENTIAL TASKS

(The following is a list of representative duties. As such, it is not meant to be exclusive. Other duties may be assigned that may reasonably follow and relate to essential tasks. This job description may be modified from time to time as the needs of position change.)

- Makes regular rounds of the interior and exterior of the Central Library area.
- Patrol and monitor the public and staff parking areas.
- Respond to staff calls for assistance.
- Address potentially stressful situations with tact and respect
- Initiate calls for assistance to City Police or Fire as needed.
- Complete Incident Report Tracker

As directed by the security head, assist with library activities and programs, which may include any of the following:

- Setup/take down for programs. Small table and chairs
- Attend workshops, meetings, and learning opportunities.
- Perform other work related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- **Knowledge of the economic and social issues facing the City of Hagerstown.**
- **Knowledge of community resources (safety, emergency)**
- **Ability to work well with staff and public.**
- **Ability to interact with a diverse population.**
- **Ability to work with minimum supervision.**
- **Ability to act calmly and with composure in difficult situations.**

EDUCATION AND EXPERIENCE

High School diploma or equivalency.

Valid Driver's License.

Relevant to the duties and responsibilities of the position, including computer literacy.

Work schedule may include days, evening and weekend hours. Must be flexible.