

Schaumburg Township District Library Job Description

Job Title: Security Monitor
Department: Administration
Reports To: Security Supervisor/Deputy Director
FLSA Status: Non-Exempt
Classification: Security 1

SUMMARY

The Security Monitor is responsible for ensuring security authority while keeping the Library a friendly place to visit for everybody. The Security Monitor is also responsible for maintaining a safe and secure environment for patrons and employees, and to safeguard the building and property.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintain an alert and visible presence throughout the Library, to prevent or deter situations from occurring or escalating by routinely patrolling the Library building and property.
Maintain an acceptable noise level within the Library.
Enforce the guidelines within the Code of Conduct and assure that acceptable behavior is maintained by patrons.
Balance security authority with keeping the Library a friendly place to visit for everybody.
Assist patrons as necessary, and respond to staff calls for assistance.
Dress in Library-provided uniform, or when not available, in a manner that states the position is one of authority.

Other Duties

Treat all patrons and employees fairly and with an open mind; maintain patron and employee confidentiality.
Communicate problems that arise with supervisor or designee; particularly situations where patrons are not following Patron Code of Conduct.
Communicate clearly in English, either in person, on the telephone and in writing; maintain the ability and patience to understand and be understood by non-English speaking patrons.
Keep apprised of Library programs, policies and procedures, and building layout to most effectively assist patrons.
Maintain working knowledge of computer systems and technology needed in the position or as an employee.
Abide by the Standards of Excellence for employees, and the employment policies and procedures of the Library.
Cope with the stress of the job and get along with coworkers.
Attend meetings and training as required or requested.
Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. S.) in Public Service or Security or equivalent from two-year college or technical school; or one year related experience and/or training; or equivalent combination of education and experience.
Experience working with children and parents in a customer service field.

COMPUTER SKILLS

Ability to use workplace technology including email, internet, intranet, and Library database systems.

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LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

No certificates, licenses, or registrations are required for this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS