

EDISON TOWNSHIP PUBLIC LIBRARY

Position Title: Security Guard
Reports To: Librarian in Charge
Assistant Director
Director

PURPOSE OF POSITION

Responsible for maintaining a safe and quiet atmosphere in the library and on library property.

ESSENTIAL FUNCTIONS

1. Actual responsibilities may include some or all of the functions listed below.
2. Patrols the interior of the library by walking through all parts of the building on a regular basis.
3. Ensures that the noise level in the library is kept to a minimum by speaking to patrons who are disrupting others.
4. After giving two verbal warnings, escorts disruptive patrons out of the library and sees that they do not return that day.
5. Calls for police assistance when a patron or situation is uncontrollable.
6. Fills out an incident report for actions that have been taken.
7. Ensures that library entrances and walkways are unobstructed.
8. Patrols the exterior of the library building every thirty minutes.
9. Informs Librarian in Charge of whereabouts when not within view.
10. Checks rest rooms periodically. If commotion is detected in the restroom of the opposite sex, asks an employee of that sex to enter that restroom and assess the situation.
11. Checks that all patrons are out of the building at closing time.
12. Sees that all members of the staff get safely to their cars after the library closes.

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MARGINAL FUNCTIONS

Marginal functions will vary with the specific assignment and depend on the particular unit or function for which the person is responsible.

MINIMUM QUALIFICATIONS

Requires six months security experience, SORA (Security Officer Registration Act) certification, and a clean criminal record. Must be at least 21 years old and have a high school diploma or GED.

SPECIAL SKILLS

Ability to work with the public in a firm but unthreatening manner. Strong interpersonal and communication skills.

PHYSICAL/MENTAL/ENVIRONMENTAL

Physical -	Sit 30% Walk/Stand 70%	Drive: License required. Body movements: Walking. Lifting – None.
Mental -	Assessing situations, composure, decision making.	
Environmental -	Normal office environment and exposure to outdoor weather.	