



POSITION TITLE	<b>SECURITY OFFICER</b>
REPORTS TO	DIRECTOR
HOURS OF WORK	Position requires regularly scheduled evening and weekend shifts. Hourly; non-exempt from the overtime provisions of FLSA
PAY	Range 3, \$10.97 - \$15.90

**MINIMUM QUALIFICATIONS:**

1. High School diploma or equivalent
2. Appropriate experience in law enforcement or security operations preferred

**KNOWLEDGE AND ABILITIES:**

1. Demonstrated ability as a communicator (written, spoken, and listening)
2. Excellent customer service skills—friendly and courteous
3. Effective interaction with young adults most important
4. Dependable work habits (attitude, attendance, initiative)
5. Ability to act independently and show good judgment
6. Ability to work well with other staff
7. Ability to work with limited supervision
8. Computer skills—specifically Google Suite (Gmail), Microsoft Word, and security camera software

**MAIN FUNCTION:**

1. Provide security for library patrons, staff and the facility.
2. Create a welcoming environment for library visitors of all ages, especially people who are visiting for the first time.
3. Support the library's strategic plan by embracing its mission, vision and organizational priorities.

**RESPONSIBILITIES:**

1. Enforce the Library Patron Behavior Policy as adopted by the Board of Trustees
2. Patrol the building
  - a. Keep groups from congregating and impeding access to the library building
  - b. Enforce the "no smoking" rule
  - c. Check bathrooms at least once each hour
  - d. Walk through the building and address any inappropriate behavior
  - e. Assist other staff members with problem situations
3. Coordinate with Ravenna Police Department as appropriate
4. Oversee library camera security system. Monitor cameras as necessary and insure that all cameras are working. Review camera footage as necessary.
5. Maintain log of any "banned" patrons and communicate with staff about on-going situations
6. Make recommendations to improve the safety and security of the Library
7. Greet and direct library visitors as they arrive
8. Assist patrons with carrying in large items (such as boxes of gift materials)
9. Pick up trash when patrolling the property
10. Other related duties as assigned by the Public Services Supervisor

**EVALUATIONS**

Evaluations will be conducted as per established board policy.

**EQUIPMENT AND EFFORT REQUIRED:**

Ability and manual dexterity to operate personal computer and keyboard, printers, telephone, and other office equipment. Ability to move items and materials weighing up to 40 pounds.

EMPLOYEE ACKNOWLEDGEMENT

I have read this job description and discussed it with my manager/supervisor.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

Approved 1/17/12  
Revised 5/23/19, 2/19/20, 1/6/22