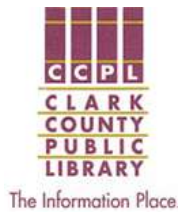


Employment Opportunity – Clark County Public Library



Job Title: *Security Officer* | Grade 14 | Part-time – 24-28 Hrs. | FLSA: Non-Exempt
Location: Clark County Public Library, 201 S. Fountain Ave., Springfield, Ohio

Under general supervision of the *Security Coordinator*, the *Security Officer* performs a variety of duties as related to the security of Library facilities, employees, and patrons, complying with all Clark County Public Library safety policies and procedures, and minimizes loss of materials.

APPLICATION PACKET (all items are required): ***Incomplete/illegible Applicant Packets may be disqualified***

1. **Completed CCPL Employment Application** – Available at library locations or two formats available online at: ***CCPL Employment Application***.
2. **Cover Letter**
3. **Résumé**
4. **Three (3) professional references**

SUBMIT the above materials by mail or in a sealed envelope to any CCPL location, **addressed to:**

William Martino, Director's Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080

OPEN UNTIL FILLED – Review of complete, accurate submissions begins immediately upon receipt

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

- High school diploma or equivalent and two years of successful experience in work-related/security field required
- Customer service experience preferred
- Equivalent combination of education, training and experience will be considered
- Employment offer conditioned upon the candidate passing criminal background and reference checks

MINIMUM QUALIFICATIONS & REQUIREMENTS:

Must be able to perform each essential duty satisfactorily and demonstrate the necessary skills, knowledge, and abilities required (not to be construed as exhaustive statement of duties, responsibilities or requirements).

- Possess valid Ohio Driver's license or ability to obtain one, and continuous insurability; able to provide proof of auto insurance (personal vehicle)
- Must have reliable transportation for travel between Main and Branch libraries; may be required to travel for training
- Work with minimal supervision
- Working knowledge of various computer application software including Microsoft Word
- Arrive to work, meetings and appointments on time. Schedule is Fri.-Mon. (closing library Fri., Sat., & Sun.); irregular hours may be required for library emergencies
- Treat others with respect and consideration regardless of cultural background, status, lifestyle choices, or position
- Physical Requirements: (details in the Position Description; link is below) Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: (See [Security Officer](#) for complete **Position Description**)

- Perform a variety of duties related to security of library facilities, staff, and patrons, in compliance with CCPL policy
 - Patrol the building and grounds regularly to maintain order and enforce regulations
 - Advise Library patrons of behavior guidelines; intervene if problems occur; engage in positive conflict resolution
 - Complete incident reports clearly and informatively
- Maintain control in emergency situations
- Communicate clearly and concisely both orally and in writing; understand and follow written and verbal direction
- Maintain confidentiality of office files, records, documents and employee personnel information
- Maintain knowledge of the standards, concepts, practices and procedures within the safety field
- Represent the library professionally when dealing with staff, local law enforcement and fire officials, vendors, and library patrons; establish and maintain effective working relationships
- Accompany Library employees to parking areas when requested; assist with transportation of materials if needed

Salary and Benefits: \$14.75 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, holidays, and sick leave, in accordance with CCPL Personnel Manual guidelines; Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required, pursuant to O.R.C. 125.151(B)