**Clark County Public Library Employment Opportunity - 3 Openings**

**Job Title: *Security Officer*** **|** Grade 14  **|** Part-time 21 – 24 Hrs. | FLSA: Non-Exempt

**Location:** Tuttle Branch – Clark County Public Library, 191 Tuttle Rd., Springfield, Ohio

Under general supervision of the *Security Coordinator*, the *Security Officer* performs a variety of duties 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: (Please submit all items -*** *Incomplete or illegible Applicant Packets may be disqualified)*

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

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

 **William Martino – Library Director, 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 desired
* Customer service experience preferred
* Equivalent combination of education, training and experience will be considered
* Criminal background check and reference checks required

**MINIMUM QUALIFICATIONS & REQUIREMENTS:** (See ***[Security Officer](%5C%5C%5C%5Cmain%5C%5Cshares%5C%5CBackOffice%5C%5CDiana%5C%5CMy%20Files%5C%5CJob%20Postings%20and%20PDs%20-%20Examples%2C%201996%20%2B%202006%20-%20orig.%20%26%20revised%5C%5CJob%20Postings%5C%5CSecurity%20personnel%5C%5CPosition%20Description%20Security%20Officer%202024.pdf)* Position Description**)

* 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).
* Ability to learn CCPL security software, various computer applications, use of security cameras, facility alarms
* Valid Ohio Driver’s license or ability to obtain one, and continuous insurability; able to provide proof of auto insurance (personal vehicle)
* Reliable transportation for travel between Main and Branch libraries; may be required to travel for training.
* Working knowledge of telephone and cell usage
* Dependable and punctual. Irregular hours may be required for staffing and library emergencies
* Interact and respond appropriately to patrons, local law enforcement and fire officials, vendors, and staff regardless of cultural background, status, lifestyle choices, or position
* View the *Position Description* for Physical Requirements – 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***](file:///%5C%5Cmain%5Cshares%5CBackOffice%5CDiana%5CMy%20Files%5CJob%20Postings%20and%20PDs%20-%20Examples%2C%201996%20%2B%202006%20-%20orig.%20%26%20revised%5CJob%20Postings%5CSecurity%20personnel%5CPosition%20Description%20Security%20Officer%202024.pdf)**Position Description**)

* Perform various duties related to security of library facilities, staff, and patrons, in compliance with CCPL policy
* Patrol the buildings 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; demonstrate independent thinking and good decision-making
* 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 if requested; assist with transportation of materials if needed
* May be assigned to Main Library or branch locations, as needed

**Salary and Benefits:** $17.85 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)

***Clark County Public Library is an Equal Opportunity Employer***