

Announcement #: P-109-16-130 – Please be sure to include this announcement number on all correspondence.

Open: 11/16/2016

Title: Security Guard

Hourly rate: \$13.05

Location: Lakewood & Toms River Branches

Schedule: Part-time [14 hpw] - Wednesday & Thursday: 5-9:15; alternate Fridays: 1-5:15; alternate Saturdays: 9-5:15 (location at which days will be flexible according to coverage needs)

DUTIES

The Ocean County Library is seeking a detail-oriented and observant person to assist in maintaining a safe, secure, and welcoming environment for staff and customers. Duties include assisting staff in maintaining order in the library, visually inspecting areas of the building and grounds to ensure they are secure and free of hazard, escorting persons from the library after noncompliance to verbal warnings regarding the Rules of Conduct, answering directional questions from customers, providing written and/or verbal reports to Person-in-Charge regarding irregularities or incidents, following opening and closing procedures, providing descriptions to supervisors of individuals who may have seriously violated the Rules of Conduct, attending meetings and trainings, as well as other duties as assigned. Under direction of the Branch Manager or designee, the library guard patrols and protects public property against fire, theft, vandalism, illegal or unauthorized entry, and disorderly behavior. On occasion the library guard may be expected to work at another location for special programs, or to cover an absence of that location's regularly scheduled guard. The successful candidate will be able to work successfully as part of the branch and Ocean County Library team, be able to interact positively with customers of all ages and backgrounds, and remain level-headed in a crisis. Prior security knowledge or experience is a plus.

Knowledge, Skills and Abilities

Knowledge of fire prevention; knowledge of problems involved in safeguarding persons, buildings, grounds, and properties; knowledge of techniques used in maintaining order among groups of people; ability to work harmoniously with fellow guards, library staff, and customers; ability to remain calm and helpful during emergencies; ability to learn and follow library policies, procedures, and the Rules of Conduct; ability to remain alert while performing repetitive duties; ability to give clear and accurate directions; ability to be courteous but firm with the public when controversies arise; ability to use computer for email and report writing; ability to use a two-way radio; ability to prepare simple but clear, concise, accurate, and legible reports of conditions noted and actions taken; ability to take proper action to potential accidents; ability to maintain an even temperament, even in the face of verbal abuse from a person or group; ability to de-escalate negative interactions; and ability to read, write, speak, and understand English sufficiently to perform the duties of the position.

NOTE

Submit all application materials (**indicating job announcement #**) to:

The Ocean County Library
Human Resources Attn: Justine Dambroski
101 Washington Street
Toms River, NJ 08753-7625

Facsimiles should be sent to (732) 341-3044 (Attn: Justine Dambroski)

For additional information regarding this announcement, please contact Justine Dambroski at (732) 349-6200 extension 5930. Email (questions and applications with resumes) to jdambroski@theoceancountylibrary.org.

Fillable PDF applications may be printed from our website: www.theoceancountylibrary.org.

Applications are also available at all of our 21 branches.