

EXTERNAL JOB POSTING

Announcement #: P-210-18-29 – Please be sure this announcement number appears on all correspondence

Open: 04/20/2018

Title: PT Security Guard

Salary: \$14.15/hour

Location: Toms River (and Lakewood) Branch

Schedule: Part-time 21 HPW:

[Winter] Mon: 12:30-5; Tues: 12-4; Wed: 5-9 (LAK); Fri: 1-5; Sun: 12:30-5 (e/o LAK)

[Summer] Mon: 9-5; Tues: 12-5; Wed: 5-9 (LAK); Fri: 12-5

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.

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REQUIREMENTS:

LICENSE

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE:

To apply for this position, please email an application and resume to Justine Dambroski at jdambroski@theoceancountylibrary.org or via USPS to:

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

Applications can also be faxed to 732-341-3044.

Application can be found by clicking on the link: <http://theoceancountylibrary.org/Jobs/OCLjobs.htm>

Please direct all inquiries to Justine Dambroski at 732-349-6200 ext. 5930.