



## **Security Guard Part Time – 4 positions**

The **Security Guard** ensures a safe and secure environment for library customers and staff and helps to provide effective access to resources. This position ensures the highest level of service is provided by staff to all customers.

### **RESPONSIBILITIES:**

- Patrol and monitor the public and staff parking areas.
- Make regular rounds of the interior and exterior of the Downtown library and the assigned branch libraries.
- Responding to staff calls for assistance.
- Ensure Incident Report forms are completed as directed and within acceptable time frame.
- Initiate calls for assistance to City Police or Fire as needed.
- As directed by the site Manager, assist with library activities and programs, which may include any of the following: shelf materials, check shelves for overdue/missing materials, troubleshoot copiers, reader/printers, computer printers, charged/discharge materials set up/take down for programs.
- Other duties as assigned.

### **REQUIREMENTS:**

- High School Diploma or Equivalent required.
- Valid driver's license and access to reliable transportation is required.
- Must hold a valid State of Connecticut Guard Card.
- Prior security guard experience preferred.

### **What we offer employees:**

Hartford Public Library offers part-time benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- Paid vacation time - prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 1.9 hours per pay period.
- Paid sick time – prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 2.9 hours per pay period.
- Mental health support through the Employee Assistance Program (EAP)- first 3 sessions at no cost to the employee.
- Paid professional development, continuing education and staff engagement opportunities.
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of a staff-led DEI Road Map.

## What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life. We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Security Guard** in the subject line of your email.

**Tentative Shifts Range:** Monday – Friday with some Saturday’s and Sunday’s. Preferred availability 12 p.m.-5 p.m. or 1 p.m.-6 p.m. or 9 a.m.-1 p.m. or 10 a.m.-2 p.m.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all newly hired employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, they are not required at this time.

**Appointment Rate:** \$15.63/Hourly with incremental increases (see below)

Base Rate	Step 1 (6 months)	Step 2 (1 year)	Step 3 (1 ½ years)	Step 4 (2 years)
\$15.69	16.40	17.17	17.97	18.74

**Hartford Public Library is an Equal Opportunity Employer.**