



Security Guard

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: shelve 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.

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

Hartford Public Library is an Equal Opportunity Employer.