

JOB DESCRIPTION

Security Guard, Part-Time

GENERAL STATEMENT: The part-time Security Guard works to maintain safe and secure environment for library customers and staff, and helps to provide effective access to resources.

ESSENTIAL JOB FUNCTIONS:

Make regular rounds of the interior and exterior of the Central Library and the branch libraries.

Patrol and monitor the public and staff parking areas.

Respond to staff calls for assistance.

Initiate calls for assistance to City Police or Fire as needed.

Complete Incident Report forms.

As directed by the site Manager, assist with library activities and programs, which may include any of the following:

- o Shelve materials
- o Check shelves for overdue/missing materials
- o Troubleshoot copiers, reader/printers, computer printers
- o Charge/Discharge materials
- o Setup/take down for programs
- o Perform other duties as required

MINIMUM JOB QUALIFICATION STANDARDS:

- Knowledge of the economic and social issues facing the City of Hartford.
- Knowledge of community resources (safety, emergency, social services).
- Ability to work well with staff and public.
- Ability to interact with a diverse population.
- Ability to work with minimum supervision.
- Ability to act calmly and with composure in difficult situations.

MINIMUM REQUIREMENTS:

Education: High School diploma or equivalency.
License: Valid CT Motor Vehicle Operator's license required.
Experience: Relevant to the duties and responsibilities of the position, including computer literacy.
Schedule: The normal work schedule includes day, evening and weekend hours.

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