



**EAST CLEVELAND PUBLIC LIBRARY**

**SECURITY GUARD**

**JOB DESCRIPTION**

|                     |   |                       |                  |
|---------------------|---|-----------------------|------------------|
| <b>Job Title:</b>   | <b>Security Guard</b>                     | <b>FLSA Status:</b>   | <b>Nonexempt</b> |
| <b>Reports To:</b>  | <b>Facility Manager – Department Head</b> | <b>Grade:</b>         | <b>16</b>        |
| <b>Department:</b>  | <b>Security</b>                           | <b>Last Revision:</b> | <b>1/4/2018</b>  |
| <b>Approved By:</b> | <b>ECPL Board of Trustees</b>             | <b>Pay Range:</b>     | <b>\$14.00</b>   |

**GENERAL SUMMARY:**

Reporting to the Facility Manager – Department Head, the Security Guard is responsible for ensuring the East Cleveland Public Library continues it’s positioning as a significant asset of East Cleveland, OH. The Security Guard works with the Facilities Manager in creating and sustaining safety standards. The outcome will be the successful and cost effective maintenance, operation, monitoring and the ECPL building and grounds. A continuing responsibility is setting quantifiable standards for the effective maintenance of equipment, furniture, flooring, roofing, electrical, heat and air conditioning, water supply and housekeeping.

The Security Guard is also responsible for monitoring the library electronic surveillance equipment used on the premises. Security Guard works with staff to develop safety plans for the buildings he monitors. The individual will lead periodic safety drills for employees and patrons in the organization.

The Security Guard supports the Library in monitoring all security systems ensuring the safety of patrons, staff, and visitors. Building a collaborative relationship with the East Cleveland Police and Fire Department is a crucial aspect of the position in order to receive timely response to known and unexpected emergencies. Furthermore, the Security Guard is responsible for demonstrating positive leadership activities by effectively communicating with colleagues and managers, and by providing effective customer service to the public and library departments.

**ESSENTIAL JOB RESPONSIBILITIES:**

**Facility and Grounds Security**

- Monitoring of facility and ground via electronic equipment and via patrolling the premises
- Write and submit security reports
- Provide security internally and externally of the Library
- Ability to interact with local law enforcement agencies as required

- Maintain and enforce ECPL Patron Guidelines and other policies
- Protect library patrons, staff and property
- Conduct routine patrols through roving
- Respond to alarms and distress calls
- Ensure all security systems and CCTV are working properly
- Assists in the development of policies and procedures
- Serves as a resource person to staff in processing complaints, concerns suggestions and service questions.
- Prepares and maintains department security and police reports and complies statistics
- Ability to deal with various levels of personality traits and maintain self-control
- Ability to conduct oneself in a professional and efficient manner during interaction with library users.
- Ability to provide written statements and carry investigations
- Stay current on local, state, and federal security related issues
- Monitor daily flag status and adhere to half-staff U.S. Flag notifications

### **Work Environment and Physical Requirements**

- Works normal working hours but is responsible for security during special events and facility emergencies which often take place during evening, weekend and holidays. Work sometimes may require travel to conferences and seminars. Incumbent is continuously faced with a number of projects considered to be high priority.

### **QUALIFICATIONS:**

- Associate Degree or High School diploma with equivalent continuing education, certifications in security protocol and procedures
- Current and valid driver's license

### **SKILLS:**

- Knowledge of Library policies and procedures
- Good communication and interpersonal skills
- Ability to work in a diverse urban environment
- Critical thinking skills
- Basic Computer Skills a must
- Must be able to observe situations and make appropriate response
- Must be able to work with speed
- Ability to deal with various levels of personality traits and maintain self-control
- Ability to conduct oneself in a professional and efficient manner during interaction with library users.
- Ability to provide written statements and carry investigations
- Demonstrated competency in using equipment, materials and supplies utilized in building security and maintenance.
- Participates in long-range planning related to department with appropriate mathematic sills

- Financial/budget development and implementation.
- Oral and written communication skills.
- Ability to anticipate, identify and resolve problems: understand technical manuals; recognizes unusual or threatening conditions;
- Communicates effectively in written and oral form;
- Demonstrates physical fitness required for extended periods of manual labor; develop and maintain effective working relationships with architects, engineer's contractors and others in managing the facility.

**OTHER REQUIREMENTS:**

- Attends staff meetings
- Serves on temporary committees, as requested
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Responds to emergency calls 24 hours a day
- Prepares and submits work related records and reports as required
- Performs additional duties and assignments as requested
- Must know how to use Microsoft Word and Outlook
- Ability to lift 50lbs
- Current valid Ohio Driver's License

East Cleveland Public Library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, East Cleveland Public Library expects that all relationships among persons and employees in the work environment will be professional and free of bias, prejudice, and harassment.

**I acknowledge receipt of this job description, and understand my responsibility to read and comply herein and any subsequent revisions; and I acknowledge receipt of my copy of the job description and that a copy of this acknowledgment will go into my personnel file.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date