PUBLIC JOB POSTING

POSTING DATE: August 4, 2021
JOB TITLE: Security Assistant, Grade 17
LOCATION: Woodruff/ Pacolet Library
DATE AVAILABLE: September 1, 2021
SALARY: $1,130 per month

HOURS: 20 hours per week
Monday 4pm-8pm; Tuesday 4pm-8pm; Thursday 4pm-8pm; Wednesday 2pm-6pm; Friday 2pm-6pm
Note: Must be flexible to accommodate rotating hours and schedule changes.

EDUCATION/EXPERIENCE: High School Graduation with two years of experience related to security and/or law enforcement duties. Must complete pre-employment testing.

ESSENTIAL FUNCTIONS:
• Assists with safety and security programs for staff and the public
• Maintains logs and reports of incidents
• Moves quickly from one area to another as appropriate, being sure to avoid lingering at staff workstations
• Identifies and employs the most appropriate corrective measure to include the following: explaining alternatives to the inappropriate behavior, issue of verbal or written warnings, notification of parents or guardians, removal of the patron from library property, issue of trespass notice by public safety, and calling law enforcement
• Maintains an appropriately pleasant and respectful demeanor in all contacts with patrons, with an emphasis on a positive impression of the library and its services
• Maintains awareness of the library collection and areas that may be susceptible to theft; roves the library to observe unusual patterns of behavior
• Patrols the interior and exterior of all libraries, including parking lots, to provide a continuous, high level of visibility and vigilance

KNOWLEDGE & SKILLS:
• Ability to carry out assignments independently, while exhibiting tact, courtesy, and good judgment.
• Strong interpersonal and customer service skills.
• Ability to establish and maintain effective working relationships with library staff and the general public.
• Initiative, resourcefulness, orderliness, and the ability to make decisions with minimum supervision.
• Thorough knowledge of security methods and procedures and of safety principles and practices.
• Ability to read and write legibly and maintain accurate reports.
• Ability to communicate concepts, general information, and task-oriented information in oral, written, and electronic forms.
• Must adhere to a specified dress code.
• Ability to stand, to walk, and climb stairs during all working hours.
• Ability to use a personal computer for basic word processing and email.
• Must complete pre-employment testing.

The Library accepts applications when a job position is available. Applications are available at all checkout desks. Contact the Job Line at (864) 285-9190 for job opportunities. Drug Testing is a part of the Library’s hiring process. If you require any accommodations in applying for any position, please do not hesitate to ask. The Spartanburg County Public Library is proud to be tobacco free.