



**POSITION OPEN:** Facilities and Security Coordinator (full time)  
**DATE AVAILABLE:** Immediately  
**SALARY RANGE:** \$70,415 - \$76,499  
**CLASSIFICATION RANGE:** 5  
**IMMEDIATE SUPERVISOR:** Director of Administrative Services

The Facilities and Security Coordinator is responsible to the Director of Administrative Services for assisting with the management of facilities operations and building security for the Ferguson Library. The coordinator enforces conduct policies, monitors alarm systems, security cameras, and other related systems, and serves as a resource and authority to the security staff. This position also monitors building maintenance, cleaning and projects by communicating with staff in the facilities and other outside contractors. Other duties include preparing areas for renovation and/or relocation and assisting with the coordination of special events and projects as they arise, as well as various administrative tasks in support of the building operations.

The Ferguson Library is striving to be an anti-racist and equitable organization. Our staff are people with different strengths, experiences, and backgrounds, who share a passion for improving people's lives through education, resources, and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religious beliefs, and many other parts of one's identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

**DUTIES INCLUDE:**

1. Coordinates security operations of the library by enforcing procedures and policies that promote a secure environment, monitoring and maintaining surveillance equipment by communicating effectively with security and library staff regarding various issues and changes and liaising with the Stamford police department as necessary.
2. Monitors the library building's physical spaces by performing and coordinating regular walkthroughs, monitoring the library's ticket system, communicating effectively with facility staff, assisting with daily cleaning, maintenance, projects, and elevating miscellaneous building-related issues as appropriate.
3. Oversees facilities and security staff by training, managing performance, and coordinating communication and scheduling.
4. Regularly staffs the security desk, providing initial, first tier service to library visitors by providing general information, directional guidance, assisting with the location of physical spaces, and by appropriately referring advanced inquiries to the correct people and departments.
5. Participates in the development and coordination of emergency plans for all library facilities by reviewing and implementing procedures for various emergencies including but Not limited to those related to weather, fire, medical, or active shooter.

6. Maintains flexibility and awareness of changes and needs in security and facility management by assuming similar duties and responsibilities as assigned to facilitate the workflow throughout the department.
7. Participates in library-wide communication by reading, responding to, and initiating information transmitted via the library's email and other communication tools. Actively participates in appropriate library-wide or departmental meetings by asking questions, seeking clarification, or initiating discussion on various issues.
8. Frequent sitting, standing, walking, carrying, and reaching. Position climbs stairs, lifts or pushes objects weighing up to 50lbs.
9. Maybe required to work beyond the weekly average in the event of emergency or an issue arises.

#### Qualifications, Knowledge and Skills

1. Prior work experience in security and facilities maintenance is preferred.
2. High school diploma/GED required
3. Ability to make difficult decisions quickly, independently, and with good judgment.
4. Ability to deal tactfully and courteously with a diverse group of staff and library visitors, and outside vendors.
5. Ability to establish and maintain effective working relationships.
6. Ability to deescalate situations and bring about a peaceful resolution desired.
7. Ability to effectively plan, organize and prioritize routine and special project work.
8. Excellent verbal and written communications skills.
9. Basic knowledge of building operations and support.
10. Knowledge of security-related best practices and procedures.
11. Must have experience in computer skills.

If you are interested in being considered for this position, please submit a resume and cover letter by email to the Director of Human Resources, at [apply@fergusonlibrary.org](mailto:apply@fergusonlibrary.org) with the job title in the subject line. This position will remain open until filled.