



POSITION OPEN: Security Guard (part time)
DATE AVAILABLE: Immediately
HOURLY RATE: \$24.15
CLASSIFICATION RANGE: 2

The library is seeking to hire a part time security guard. This position reports to the Director of Administrative Services and will assist with building security for the Ferguson Library, South End Branch. The security guard will enforce conduct policies and work to maintain a safe and secure environment for library customers, staff and vendors and help to provide effective access to library resources.

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. Makes regular rounds of the library interior and parking area.
2. Regularly checking door locks, windows and equipment to ensure safety and theft prevention.
3. Responds to staff calls for assistance.
4. Guiding and assisting visitors.
5. Initiates calls for assistance to City Police or Fire personnel as needed.
6. Conducts final walkthrough and assists staff with locking up each night.
7. Ability to work alternate shifts at other branches, sometimes after hours or on weekends.

QUALIFICATIONS:

1. Should possess strong observation skills to recognize potential risks.
2. Quick and reactive when responding to incidents/crisis.
3. Ability to act calmly and with composure in difficult situations.
4. CPR certified.
5. Some knowledge of library services and processes.
6. Excellent interpersonal skills and customer service skills.
7. Ability to interact with a diverse population.

If you are interested in being considered for this position, please submit a resume and cover letter by email to: apply@fergusonlibrary.org with the job title in the subject line. This position will remain open until filled.