

Library Security Guard- Part-time (2 positions)

The Howland Public Library in Beacon, NY has two part-time positions open for a Security Guard, at an hourly rate of \$16.50 for 12 hours per week each. HPL is a member of the New York State & Local Retirement System.

We are looking for responsible, experienced, proactive individuals who have experience working with people of all ages. Under the supervision of the Director the Security Guards, enforce library policies and the patron code of conduct while maintaining a positive and welcoming atmosphere in the library. The incumbents will have the following duties:

- Warns patrons of rule infractions and escorts violators out of the library if necessary
- Prevents acts that could be harmful to library property, employees, or the general public by observing suspicious activity or items and taking appropriate action
- Patrols library property (both physically and using security cameras) to detect vandalism, theft, illegal entry, fire, equipment failure, and any other hazard and reports it to appropriate staff.
- Takes control of serious situations until the arrival of law enforcement or emergency response personnel
- Assists in investigating complaints and suspicious situations
- Responds to non-criminal activities such as personal injuries and missing persons
- Prepares reports and completes incident reports as required
- One position will work 12 hours at the following schedule:
 - Tuesday 2:00pm-8:00pm
 - Thursday 2:00pm-8:00pm
- One position will work 12 hours at the following schedule:
 - Monday 1:30pm-5:30pm
 - Wednesday 1:30pm-5:30pm
 - Friday 1:30pm-5:30pm

Please submit a resume and two references to Director Kristen Salierno via email at director@beaconlibrary.org by March 8, 2019. This position is a civil service provisional appointment pending future examination. Applicant must meet all Dutchess County Civil Service minimum qualifications for the position and be reachable upon exam for permanent appointment including graduation from high school or possession of a high school equivalency diploma. Applicants must meet all training and registration requirements as established under NYS General Business Law Article 7-A for security guards.