



## **Unarmed Security Guard – Part Time**

The Liverpool Public Library is seeking a qualified and professional individual to serve as a part-time Security Guard. The Security Guard's objective is to protect persons and property, detect, deter, observe, and report. This position reports to the Supervisor of Security and requires a current NYS Security Guard License.

### **What you will do:**

- Demonstrate a working knowledge of standard security guard functions
- Close or lock doors, windows, or fire doors according to prescribed routines to deter criminal activity or accidental loss
- Recognize breaches of security and obvious maintenance problems which impact security of facilities
- Identify and diffuse critical issues appropriately and professionally
- Monitor library traffic to ensure the orderly and safe use of library resources and facilities.
- Monitor and operate security cameras and door access systems and investigate all disruptions as required
- Possess a high degree of proficiency in the provided security camera software and demonstrate the ability to search, save and interpret footage as required
- Maintain security related documentation; record accurate notes of unusual occurrences and report in detail any incidents
- Give directions to or answer questions from visitors to assist them in locating their destination or to inform them of pertinent information
- Demonstrate the ability to follow oral and written instruction

### **Who you are:**

- You are detail and process oriented
- You demonstrate effective verbal and written communication skills; convey directions clearly and succinctly
- You demonstrate initiative and sound judgment
- You demonstrate professionalism
- You value diversity and inclusion

### **Requirement:**

- Ability to walk and stand for long periods of time

NOTE: Candidates must meet the requirements as set forth under New York State Law for Security Guards and as overseen by the New York State Department of State.