



SPARTANBURG COUNTY
PUBLIC LIBRARIES
www.spartanburglibraries.org

PUBLIC JOB POSTING

THIS POSITION IS OPEN UNTIL FILLED.

POSTING DATE: September 15th, 2022

JOB TITLE: Security Assistant, Grade 20

LOCATION: Floating/Cyrill-Westside Library

DATE AVAILABLE: November 1, 2022

SALARY: \$1,334 per month

HOURS: 20 hours per week

Floating days 4pm-8pm; 4pm-8pm; Wednesday 4:30pm-9:00pm; Sunday 1pm-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:

- High school graduation with 2 years' experience related to security and/or law enforcement duties.
- Knowledge of methods, materials and equipment used in building and grounds security.
- Knowledge of security procedures and of safety principles and practices.
- Ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention.
- Ability to establish and maintain effective working relationships with associates and library patrons and to coordinate tasks with co-workers, exhibiting tact, courtesy, and good judgment.
- Ability to work independently, stay on task and make decisions with minimal supervision.
- Law enforcement experience preferred.
- Valid Driver's license with the ability to drive to other libraries.

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.

151 South Church Street, Spartanburg, South Carolina 29306-3241, (864)596-3507 www.spartanburglibraries.org
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