

LIBRARY SAFETY & SECURITY GUARD

Department: Chemung County Library District
Classification: Competitive
Adopted: November 7, 2023
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: The position involves responsibility for performing routine tasks pertaining to the safety of individuals and the security of County Library District buildings and property. An employee in this class has responsibility for: monitoring security cameras; screening visitors and/or clients for admission to the building; inspecting property to detect security hazards; deterring criminal activity by being a visible and observant presence; patrolling buildings and grounds; investigation of criminal and non-criminal incidents; and detection of maintenance problems. The employee is expected to de-escalate potentially volatile situations and enlist the support of law enforcement as appropriate. External contacts may be with law enforcement for whom the Security Officer works and involve exchange of information in structured situations to ensure safety and security of public, employees and property. Supervision of others is not generally a function of this class of positions. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Patrols Library buildings/property on a regular basis providing a constant presence in order to detect fire, theft, vandalism, illegal entry and to look for possible hazards which may develop;
- Handle building emergencies;
- Assist law enforcement responding to the location;
- When possible, de-escalate potentially volatile situations;
- Provide orientation to all newly hired employees regarding safety, security, parking and emergency policies and procedures;
- Watches for irregularities such as leaky pipes, unlocked doors, unusual occurrences and vandalized property and reports these irregularities to the appropriate personnel;
- Responds to various non-criminal activities such as personal injuries, missing persons, stranded motorists and renders appropriate services;
- Testifies in court regarding a variety of offenses personally witnessed which may have occurring in the Library Buildings/property;
- Prevents acts that could be harmful to employees/property, or the general public by observing suspicious activity and responding to the activity with the appropriate action;
- Interviews witnesses, collects evidence, completes incident reports, law enforcement information forms and prepares a variety of other written reports as necessary;
- Warns violators of rule infractions and expels if necessary;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of practices and procedures of security work;

Working knowledge of practices and equipment in fire prevention and safety hazards; Ability to communicate effectively both orally and in writing; Ability to get along well with others; Ability to deal courteously yet firmly and tactfully with the public; Ability to think quickly and act effectively in emergency situations; Ability to remain calm in stressful situations; Neatness of appearance; Integrity: Dependability. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Criminal Justice;**or**
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in a position involving primary responsibility for providing security services.