



## JOB DESCRIPTION

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### POSITION INFORMATION

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<b>Title:</b>	Safety & Security Coordinator	<b>Supervisor:</b>	Facilities Manager
<b>Location:</b>	Martin	<b>Classification:</b>	Full-Time/Exempt
<b>Department:</b>	Facilities	<b>Hours:</b>	40 hours/week
<b>Schedule:</b>	Monday – Friday with rotating weekends and occasional evening hours.		

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### GENERAL DESCRIPTION

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Must be a self-starter, able to protect library users, staff, materials, furniture, equipment, and premises and maintain an orderly atmosphere conducive to a safe and pleasant library experience in Martin Library and to assist all York Count Libraries to be able to do the same. Builds collaborative relationships with the police and fire departments and with library managers, directors, and staff across York County.

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### EDUCATION & EXPERIENCE REQUIREMENTS

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- A high school diploma or equivalent is required.
- Associate's Degree in Criminal Justice highly preferred.
- Travel required to other library locations within the York and Adams Counties.
- Child Abuse clearance, Pennsylvania Criminal History Check, FBI Criminal Record Check and Mandated Reporter Training is required.

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### GENERAL REQUIREMENTS

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Prior experience in the area of safety and security. Physical requirements include the ability to walk or stand for long periods of time, the ability to lift and/or carry or move boxes, and other heavy items, the ability to work outside in varying weather conditions if necessary.

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### DUTIES AND RESPONSIBILITIES

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- Circulates through public area of Martin Library to help maintain a safe and pleasant library experience. Monitors all public spaces including Study Rooms, Children's Department, Information Services and Teen departments, and the Circulation Desk area including public restrooms.
- Deals with disruptive users and presents training to staff across the county to assist them in dealing with disruptive situations.
- Assesses the Martin facility on an ongoing basis and makes necessary changes to prevent theft and damage of materials and facilities, and to insure a safe environment for staff and library users.
- Assists during opening and closing time to assure all users leave the premises.
- Prepares accurate and competent reports covering all safety concerns and maintains necessary records.
- Confers with Martin Library Director on all issues relating to safety and security.
- Annually assess safety and security needs of all county library facilities, including security of money, staff safety, and the possible need for security cameras.
- Assess present opening and closing procedures of all libraries to be sure, they address security needs.
- Train staff on handling security issues with users including active shooter situations.
- Create a York County Libraries "Safety Manual" which can be adapted for each library.

- Work with library managers to annually update York County Libraries “Rules of Conduct Policy” and share updated version with all libraries.
- Cultivates relationships with staff and users.
- Works to help create an excellent customer service experience.

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#### ADDITIONAL INFORMATION

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If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
  - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
  - <https://epatch.state.pa.us/>
- Federal Criminal History Record
  - [https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm)
- Mandated Reporter Training Certificate
  - <https://www.reportabusepa.pitt.edu>

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York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit [www.yorklibraries.org/apply](http://www.yorklibraries.org/apply) to complete an employment application.

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