



JOB ANNOUNCEMENT

POSITION INFORMATION

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

GENERAL DESCRIPTION

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

EDUCATION & EXPERIENCE REQUIREMENTS

- A high school diploma or equivalent is required.
- Associate's Degree highly preferred.
- Experience with Microsoft Office Suite, SharePoint, CCTV, and other security related software.
- Reliable transportation and valid PA driver's license required.
- Prior experience in the area of safety and security.
- Child Abuse clearance, Pennsylvania Criminal History Check, FBI Criminal Record Check and Mandated Reporter Training is required.

GENERAL REQUIREMENTS

- Strong customer service focus.
- Excellent verbal communication skills with the ability to proactively diffuse and deescalate situations.
- Excellent written communication skills and the ability to prepare meaningful, concise, and accurate reports.
- Knowledge of loss prevention and life safety issues.
- Knowledge of fire and security systems.
- Knowledge of legal, fire and safety codes.
- Ability to define problems, establish facts and draw valid conclusions.
- Ability to work in a team environment.
- Ability to keep information confidential.
- Ability to walk or stand for long periods of time.
- Ability to lift and/or carry or move boxes and other heavy items.

DUTIES AND RESPONSIBILITIES

- Proactively engages with customers to address issues in order to quickly diffuse situations, minimize disruption, and create an excellent customer service experience.
- Greets customers, answers directional questions and provide general customer service as needed.
- Circulates through public area of Martin Library and other YCL locations as needed to help maintain a safe and pleasant library experience. Monitors all public spaces.
- Discusses infractions or violations with customers, assesses appropriate actions, and escorts customers from premises if necessary.

- Responsible for responding to after-hours situations when scheduled.
- Plans and implements safety policies and procedures in compliance with local, state, and federal rules and regulations including Occupational Safety and Health Administration (OSHA).
- Develops training programs and implements training for employees in work site safety practices.
- Consults with management on all issues relating to building safety and security. Recommends policies and procedures for all library facilities to prevent theft, damage of materials and facilities, and to insure a safe environment for staff and library users.
- Functions as lead staff member dealing with disruptive library users at Martin Library, assists all YCL libraries as requested, and represents the libraries in court as related to safety and security issues.
- Perform safety and security audits at all YCL locations. Prepare written reports of findings and make recommendations for corrective or preventive measures. Follow-up to ensure measures have been implemented and necessary records are maintained.
- Supports all York County library facilities, assessing staff safety, building security and makes need recommendations.
- Schedule regular staff trainings on handling safety and security issues at each facility.
- Assist Safety and Security Committee to update and maintain a York County Libraries "Safety Manual" which can be adapted for each library, including Disruptive and Disorderly patron policies.

ADDITIONAL INFORMATION

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
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

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 to complete an employment application.
