

**NORTH CHICAGO PUBLIC LIBRARY SYSTEM  
POSITION DESCRIPTION**

**BACKGROUND INFORMATION:**

**POSITION TITLE:** Security Guard/Monitor  
**REPORTS TO:** Director  
**SUPERVISES:** N/A

**OVERALL PURPOSE:**

Within the frame work of established library policies and procedures the incumbent assists the library staff in maintaining a safe and secure environment for service to the public. Protects and maintains the library's materials and property.

**QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- High school diploma or GED;
- Minimum two (2) years security related experience;
- Ability to pass thorough background screening.

**ESSENTIAL FUNCTIONS:**

- Requires thorough knowledge of library policies and procedures;
- Ability to appraise potential problem situations quickly and discreetly and effectively defuse them without disruption of library services to the public;
- Ability to supervise and assist the library staff in emergencies;
- Ability to develop a good rapport with library patrons, supervisors, staff, and other law enforcement agencies.
- Removes disruptive patrons from library property.
- Reports incidents and problems to appropriate law enforcement agencies.
- Assists with the evacuation or movement of the public in emergency situations.

**OTHER FUNCTIONS:**

- Patrols library building and grounds.
- Assists in the retrieval of lost, stolen, or overdue materials.
- Implements library policies and procedures.
- Answers the public's direction questions.
- Performs additional duties as assigned.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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### **WORK ENVIRONMENT:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

### **DISCLAIMER:**

The North Chicago Public Library is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, military or veteran status (except dishonorable discharge), disability or any other status protected by law.

This job description describes a general category of jobs. In order to meet the needs of Library government or its departments, employees may be assigned other duties, in addition to or in lieu of any of those described and duties are subject to change as requirements of the job change.

The omission of a duty does not exclude it from the position if the duty is similar, related or a logical expectation for an individual to perform as part of the job responsibilities or if necessary to assist the Library to provide services to the public under changed or unusual circumstances.

**IN ACCORDANCE WITH SECTION 3 OF THE FAIR LABOR STANDARD ACT THIS POSITION IS ELIGIBLE FOR OVERTIME.**

### **RESPONSIBILITIES:**

North Chicago Public Library is committed to providing a secure, comfortable atmosphere for its patrons. In addition to offering a welcome setting for recreational reading or research, a safe environment, both inside and outside is of utmost importance. To achieve these goals, guards must provide sufficiency to ensure the safety and protection of patrons, the library and its contents.

At the beginning and ending of each shift the security guard will sign the log located at the circulation desk and make appropriate entries during the shift. While on duty, guards are to be constantly circulating throughout the building and the grounds. Not only are guards to walk through the center of the various departments, but also around the parameters, looking for disruptive behavior, potentially dangerous situations, and any emergency situation such as fire or flooding.

Excessive talking with the Library staff is discouraged, as it is taking them away from their duties, and can be annoying to nearby patrons. Guards are on duty to provide security services, not library services, and are therefore not expected to be performing any duties behind the circulation desks. Under no circumstances are guards to be answering reference

## NORTH CHICAGO PUBLIC LIBRARY SYSTEM POSITION DESCRIPTION

questions, discussing Library policies and procedures, or handling financial transactions with patrons.

Personal telephone calls are to be discouraged except when absolutely necessary. When a call needs to be made, or is received, the telephone located in the vestibule to be used. As rounds are made throughout the building, the public rest rooms should be checked every hour. Any apparent problems with the fixtures should be reported to the librarian on duty. Also check the conference room for any disturbance.

Throughout the shift period, it is important to check the building and grounds for damage. Any damage noticed should be brought to Library Director's attention. Any maintenance needing to be done should be brought to the attention of the Library Director.

The parking lot should be checked at least once each hour. Before going outside, the person at the adult circulation desk should be notified so if the guard is needed quickly, the staff will know where to look first. While outside, the door located on the west side of the building should be checked to be sure they are locked.

The book return can be emptied every two hours, beginning at noon.

Each department has a series of closing routines which should be consulted to be sure the building is closed properly and all equipment which should be is turned off.

Fifteen minutes prior to closing time, the public rest rooms should be checked one final time.

The book carts behind the circulation desk can be removed and replaced with empty carts.

Check the small appliances to see that none have been left turned on.

Walk through the boiler room and adjacent storage rooms to be sure all lights are turned off, and that there are no unusual circumstances.

At closing time, both sets of lobby doors are to locked, and checked to be sure they are tightly latched.

The light switches located near the public telephone are to be turned off.

The Children's Department staff will turn off the lights in that department. The Reference librarian will turn off the remaining lights throughout the building. Check to be sure all lights are turned off.

The staff will exit the building together through the staff entrance on the west side of the building. The Reference librarian will set the alarm once everyone has exited. To properly activate the alarm system, the staff door must be closed first.

Check the doors on the outside of the building to be certain they are secure.

The guard is to remain in the parking lot until all staff members are safely on their way.

I have read, reviewed, and understand the duties and responsibilities of a Security Guard.

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Employee's Signature

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Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date