

## **PUBLIC SERVICES ASSISTANT 4, SECURITY RUTH HOLLEY COMMUNITY LIBRARY**

**(20 hours per week; non-exempt)**

**POSITION # 25054002**

**POSTED:** November 25, 2016

**LOCATION:** 685 N. Murray Blvd., Colorado Springs, CO 80915

**STARTING WAGE:** \$11.34 per hour + partial benefits

**POSITION HOURS:** 20 hours per week per the following current schedule:

<b>Monday</b>	<b>4:00 p.m. – 9:00 p.m.</b>
<b>Tuesday</b>	<b>4:00 p.m. – 9:00 p.m.</b>
<b>Wednesday</b>	<b>4:00 p.m. – 9:00 p.m.</b>
<b>Thursday</b>	<b>4:00 p.m. – 9:00 p.m.</b>

**Note:** Position has occasional on-call responsibility every 6<sup>th</sup> week (Monday to Sunday). Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

**CLOSING DATE:** Open until filled, preference will be given to online applications received by: **December 9, 2016 at 9:59 p.m. MDT**

### **APPLICATION PROCEDURE:**

1. Complete a PPLD online application located at [ppld.org/Jobs](http://ppld.org/Jobs) at the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 884-9800, Ext. 6994.

**BROAD SCOPE OF POSITION:** First and foremost you need great "people skills" with the ability to communicate and connect with a variety of people and cultures. You need to be patient, calm under pressure, and have keen powers of observation. It is the mission of the Pikes Peak Library District to seek, engage, and transform lives through library services and resources that enrich individual lives and build community. This position operates in a diverse environment to help fulfill the mission of the Library by ensuring the safety of patrons and staff, safeguarding all District assets, and enforcing library policies, procedures, rules, and regulations.

### **REQUIRED KNOWLEDGE / SKILLS / ABILITIES:**

1. Knowledge of security practices and procedures and in-depth knowledge of library's emergency procedures
2. Knowledge of library policies and procedures as they pertain to enforcement of library rules and regulations (including PPLD Code of Conduct Policy)
3. Knowledge of basic first aid and proper use of an AED
4. Knowledge of electronic and manual alarm systems (fire, safety, and security alarms)
5. Ability to remain calm and exercise sound judgment when making quick decisions in emergency situations
6. Ability to provide efficient, courteous public service

7. Ability to establish and maintain effective working relationships with other employees and with the public
8. Ability to communicate with a diverse population and enforce library policies and procedures, either verbally or in written form, using courtesy and tact
9. Requires good physical stamina and the ability to pass a physical examination
10. Incumbent is expected to wear a PPLD issued security officer uniform and badge
11. Ability to work as an effective team member, have a "whatever it takes" work ethic, and have an excellent customer service attitude

### **ESSENTIAL FUNCTIONS:**

- Provides excellent customer service and maintains a courteous, positive image of the library when
1. interacting with staff and patrons; refers patrons to appropriate staff for reference or complex computer questions; and maintains staff and patron confidentiality
  2. Enforces patron and staff compliance with general safety and security policies; is responsible for in-depth knowledge of the Emergency Action Plan; and carries out duties and responsibilities outlined therein
  3. Responds to, assists with and investigates disturbances on library property; escorts unruly or disruptive persons from the premises; reports suspects involved with criminal activity to the appropriate law enforcement agency; maintains records and reports related to security and/or insurance issues and incidents; and acts as a liaison between the library and local fire departments and law enforcement agencies as required
  4. Secures library at opening and closing according to daily schedules; performs periodic checks of entire facility and surrounding grounds, including parking areas, as applicable; monitors fire, safety and security alarm systems; responds and activates/deactivates alarm systems (possibly after hours); coordinates with local law enforcement agencies as needed; and performs on-call duties as required
  5. May serve on Library teams or participate in programs as assigned; keeps informed of library and departmental information and changes via electronic and written communication; and attends meetings as required
  6. Performs other related duties as assigned

### **REQUIRED PHYSICAL ABILITIES:**

1. Ability to bend and reach from anywhere between floor level and 5 ½ feet high
2. Ability to grasp and place items weighing between 1 and 3 pounds, 30 times per ¼ hour
3. Ability to lift between 1 to 10 pounds, 30 times repetitively for ¼ hour, and occasionally lift between 10 to 20 pounds
4. Ability to push a wheeled book cart weighing up to 220 pounds with 30 pounds of force between 200 to 600 feet, 2 to 3 times per hour on a carpeted surface
5. Ability to steer a wheeled book cart weighing up to 220 pounds with 30 pounds of force between 200 to 600 feet, 2 to 4 times per hour on a carpeted surface
6. Ability to occasionally push a wheeled book cart weighing up to 220 pounds up and over a 1-inch high threshold
7. Using hands, ability to push from right to left and left to right with 10 pounds of force
8. Ability to use one hand to squeeze and push a bookend from right to left and left to right
9. While standing, ability to bend at waist to retrieve audio-visual or other library material items from a Return Bin and place item on a table or book truck
10. Ability to process 15 Hold Bin items every 10 minutes: open the book, remove the transfer slip, scan book's barcode with a hand-held scanner, place slip in each book, and place the book on a book truck in alphabetical order
11. Ability to process 50 audio-visual items every 15 minutes: open an audiovisual case, scan the item with a hand-held scanner, close case, and place item on book truck
12. This position requires: a) repetitive movements of hand, wrist, arm, elbow and shoulder; b) the ability to stand on feet for up to 8 hours; c) the ability to move full range of motion: bend at waist, squat, twist, reach, and kneel; and d) the ability to balance on a step stool, reach overhead, and remain balanced.

## **MINIMUM QUALIFICATIONS:**

1. **Education:** Requires a high school diploma or GED
2. **Certifications:** Requires CPR/AED certification (*or ability to become certified once employed*)  
Required to complete OSHA's Bloodborne Pathogen training and certification.
3. **Requires** great "people skills" with the ability to communicate and connect with all kinds of people. You need to be patient, calm under pressure, and have keen powers of observation.
4. **Requires** 2+ years of related work experience; prefer experience in a security or law enforcement position that required frequent public contact
5. **Physical Requirements:** Requires the ability to perform the job's physical requirements as explained in "Required Physical Abilities" above. Also requires the ability to lift up to 50 pounds, ability to stand and walk for up to 8 hours per shift, 20/20 vision (vision corrected to 20/20 is acceptable), ability to respond to audible fire and security alarms, and ability to bend and stoop as needed. The selected candidate will be required to successfully pass a physical capacity test that will evaluate the candidate's ability to meet the job's required physical abilities as listed above. PPLD will arrange, fund, and conduct this test at an outsourced location.
6. **Requires** the ability to work the schedule listed on page one of this vacancy announcement. Schedule may be subject to minor changes.
7. **Requires** excellent communication skills, the ability to work in a team environment, a "whatever it takes" work ethic, and an excellent customer service attitude! Bilingual ability is a plus in serving our diverse patrons!

## **CONDITIONS OF EMPLOYMENT:**

### **All selected candidates...**

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.

**EOE**

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As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.