



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# SECURITY SUPERVISOR WEST REGION / PENROSE LIBRARY

(40 hours per week, non-exempt)

Position #200950003

- DATE POSTED:** May 06, 2022
- PRIMARY LOCATION:** 20 N Cascade Ave., Colorado Springs, CO 80903
- STARTING WAGE:** **\$21.30** per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)
- POSITION HOURS:** 40 hours per week per the following schedule:
- Monday – Friday : 8 a.m. – 5 p.m.

**Note:** 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.

### APPLICATION PROCEDURE:

1. Complete a PPLD online application located at [ppld.org](http://ppld.org) on/Jobs the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
- 3. Requires a cover letter and resume submitted online with application**
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, Ext. 6380 or send an email to [sgollapalli@ppld.org](mailto:sgollapalli@ppld.org)

**CLOSING DATE:** Online application materials must be received by **May 23, 2022** at 9:59 p.m. MDT

### 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.

**EOE** 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 orientation, 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.

## **SECURITY SUPERVISOR (cont.)**

**Position Summary:** Under general supervision from the Chief Safety, Social Services & Security Officer (CSSSO) supports the Library's Mission through ensuring the safety of customers and staff, safeguarding PPLD assets, and compliance with policies, procedures, rules and regulations. Provides daily leadership and supervision of security operations.

### **Essential Functions**

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Directs daily security operations for assigned library or multiple locations, including ensuring officers maintain high level of training on current security policies and procedures, securing library at opening and closing as scheduled, including all points of entry and exit.
- Manages and assigns daily workflow; creates and adjusts work schedules as needed.
- Supervises, coaches, and conducts performance appraisals for staff; verifies and approves timesheets, maintains personnel records and trains new employees.
- Provides excellent customer service, creating a courteous and welcoming atmosphere for customers and staff.
- Cooperates in scheduling for on-call personnel with the Security Coordinator
- Assists the CSSSO in the development and implementation of training programs for security personnel including, but not limited to, staff development, policy and operating procedures, CPR/AED, and security best practices and philosophy.
- Oversees department on rotating basis in CSSSO absence.
- Assists in the further development of the Patron Incident Tracking System (PITS) through training as well as maintaining statistical data.
- Provides assistance and input to the CSSSO in supporting library security concerns.
- May respond to and investigate incidents at locations having no security presence on site.
- Performs continuous safety checks of all facilities and grounds by patrol and through security camera monitoring.
- Responds to 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.
- Acts as liaison between the Library and local fire departments, law enforcement agencies, or other first responders.
- Documents reports and surveillance video in PPLD databases, as required.
- Provides access to meeting and study rooms.
- Acts as "On Call" officer (after hours) for one-week periods up to four times per year.
- Coordinates with library managers in their assigned region to ensure security coverage.
- Achieves and maintains instructor qualification as assigned to them.
- Performs other job-related duties as assigned.

### **Additional Duties and Responsibilities**

*Duties are considered non-essential and include the following:*

- Handles/safeguards Library monies as necessary; changes safe combinations if required.
- May testify in court.
- May serve on library teams or participate in programs.
- Keeps informed about Library and department information.
- Attends regular department meetings and scheduled All-staff meetings

## **SECURITY SUPERVISOR (cont.)**

### **Required Knowledge, Skills, and Abilities**

*The employee is expected to perform or possess the following:*

- Thorough knowledge of the Pikes Peak Library District's policies and procedures, especially those pertaining to emergencies and enforcement of rules and regulations (including the PPLD Code of Conduct), and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Demonstrates High-level knowledge of standard security practices and procedures.
- Demonstrates knowledge of basic first aid and proper use of an AED.
- Demonstrates knowledge of electronic and manual alarm systems.
- Ability to remain calm and exercise sound judgment when making quick decisions in emergency situations.
- Ability to communicate with a diverse population and enforce policies and regulations, verbally or in written form, with courtesy and tact.
- Ability to establish and maintain effective working relationship with all staff and with local partner agencies.
- Demonstrates basic computer skills using Microsoft Office software, email, Internet search engines, and the ability to learn and use library-specific applications.
- Ability to work independently and effectively organize daily work under general supervision.
- Ability to work as part of a team, demonstrating an excellent customer service attitude.

### **Education and Experience:**

- Requires high school diploma or G.E.D.
- Requires at least three years of experience in a security field or law enforcement position with frequent public contact is preferred.
- Requires valid Colorado driver's license (or the ability to obtain one upon employment).
- Requires CPR/AED certification (or ability to become certified upon employment).
- Requires OSHA Bloodborne Pathogen training and certification (or ability to become certified upon employment).
- Requires passing of a Post Offer Pre-employment Physical test.
- Bilingual ability is a plus in serving a diverse community

### **Physical and Environmental Conditions:**

Work is primarily conducted in a normal office setting that provides comfortable lighting, temperature and air conditions. Position requires regular patrols of facility grounds regardless of weather. Position includes occasional lifting up to 50 pounds, standing and walking up to 8 hours on each shift. Position requires responding to audible fire and security alarms. Position requires bending, stooping and stretching.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations. May include dealing with aggressive behavior and risks therein.