



VACANCY ANNOUNCEMENT
*Open to all qualified current staff
and external applicants*

OLD COLORADO CITY BRANCH
SECURITY MONITOR and CLERK
(20 hours per week; evenings and weekends)

DATE POSTED: July 1, 2009

LOCATION: Old Colorado City Branch, 2418 W. Pikes Peak Avenue
Colorado Springs, CO 80904 **PHONE:** 634-1698

STARTING WAGE: \$11.24 per hour + partial benefits (*excludes medical insurance & retirement*)

POSITION HOURS: 20 hours per week based on the following schedule (**#OCC-10**):

Monday, Tuesday, Wednesday	5 – 9 p.m.
Saturday	9 a.m. – 6 p.m.

NOTE: Schedule will also include occasional Sunday afternoon hours, minor changes to accommodate required staff meetings, and occasional other “on call” hours. Schedule may be subject to minor changes.

PROCEDURE FOR APPLICATION:

1. Complete a PPLD job application available at any of our branches or at ppld.org.
2. Indicate the position’s number (**#OCC-10**) on your job application next to the job title.
3. All job applications must be submitted to PPLD’s **Human Resources Office** located at:
East Library, 5550 N. Union Boulevard, Colorado Springs, CO 80918

CLOSING DATE: *Our search is extended!* All application materials must be turned in to the HR Office by **Tuesday, July 14, 2009 at 4:30 p.m.**

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).
- 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, 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.

BRANCH SECURITY MONITOR and CLERK

BROAD SCOPE OF POSITION: Under the direct supervision of a Branch Manager, Assistant Branch Manager or Lead Branch Assistant, ensures the safety of patrons, staff, and library assets by enforcing library policies, procedures, rules, and regulations. Performs security functions, circulation duties, routine billing and clerical tasks, and assists patrons in a courteous, helpful, and service-oriented manner.

REQUIRED EXPERIENCE / KNOWLEDGE / ABILITIES:

1. Knowledge of general security practices and procedures.
2. Knowledge of basic first aid.
3. Knowledge of electronic surveillance and manual alarm systems (i.e., fire and burglar alarm systems)
4. Skill in remaining calm and in exercising sound judgment when making rapid decisions in emergency situations.
5. Ability to provide efficient, courteous public service and present a positive image of the library in attitude, appearance, and performance of duties. Demonstrates interpersonal skills necessary to establish and maintain good working relationships with patrons and staff.
6. Ability to explain library policy and procedures with courtesy, tact and firmness.
7. Knowledge of general clerical practices and equipment.
8. Knowledge of Microsoft Office applications, MS Outlook, and standard office equipment such as copiers and telefax machines.
9. Knowledge of general subject areas, authors, and reader interest levels.
10. Incumbent is expected to wear a PPLD issued security guard uniform and badge.

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.

BRANCH SECURITY MONITOR and CLERK (continued)

ESSENTIAL FUNCTIONS:

1. Enforces patron and staff compliance with general safety and security rules. Monitors and secures all entry and exit ways. Responds to and investigates disturbances on library property. Assists in ending disturbances, and when necessary, escorts disruptive persons from library premises. Detains, as necessary, suspects involved with theft, vandalism or other criminal activity until police arrive. May testify in court.
2. Performs periodic checks of the entire facility and grounds.
3. Monitors fire, safety, and security systems.
4. Incumbent is expected to wear a PPLD-issued security guard uniform and badge.
5. Acts as branch's fire warden and as a liaison with local fire and law enforcement officials.
6. Is responsible for in-depth knowledge of the branch's Emergency Action Plan in order to carry out duties and responsibilities outlined therein.
7. Maintains all records related to security issues and prepares reports.
8. Provides excellent customer service by issuing library cards, checking materials in and out of the library, and by working with patrons to resolve billing problems and answer questions about their library records.
9. Performs a variety of clerical duties as assigned such as searching for materials, processing transfers and holds, balancing and closing the cash register, referring patrons to appropriate staff for reference assistance, sorting and shelving library materials in proper order, and shelf reading as assigned.
10. Maintains patron confidentiality.
11. Understands and articulates to patrons the concept of intellectual freedom as it relates to access to materials, information, and services.
12. Will occasionally work the Information desk to answer general questions and assist patrons in locating materials and information. Also instructs patrons in the use of the online catalog.
13. Participates in projects and programs as assigned.
14. Keeps informed of library and departmental information and changes via electronic or written mail and by attending meetings.
15. May assist in circulation training of new branch employees.
16. Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

1. **Requires** a high school diploma or GED.
2. **Requires** 2+ years of related experience. Prefer experience in a security field or law enforcement position requiring frequent public contact. **Requires** knowledge of surveillance and alarm systems. Strongly prefer basic computer skills/competency using MS Word and Outlook (email).
3. **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 7 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.
4. **Requires** the ability to work the schedule listed on page one of this vacancy announcement. Schedule may be subject to minor changes.
5. **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!