



Job Title: Library Security Officer

Job Type: Full-time

Grade: 8

JOB SUMMARY

Provides a safe and secure environment for all library patrons and assigned staff, protecting both individuals and the library's physical assets. Proactively identifies potential security risks or disruptions and works with patrons or staff to resolve issues. Responds to emergency situations within the library building, on library grounds, and in parking areas. Performs additional duties as assigned.

KEY RESPONSIBILITIES:

(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.)

- Patrols the interior and exterior of the library. Assists staff with entering and exiting the building, including activation and deactivation of security alarms.
- Monitors staff arrival and departure in parking areas.
- Assists with opening the library to the public and ensures the building is cleared of unauthorized individuals at closing.
- Escorts visitors to non-public areas and removes unauthorized individuals from restricted spaces.
- Supports staff in enforcing library policies and rules of conduct.
- Reports building damage, unusual incidents, unsafe conditions, and security concerns to the department head or manager.
- Completes written and computer-generated reports to document as needed.
- Contacts police, fire, or emergency personnel as needed, following posted procedures or management direction.
- Participates in meetings that support the System's mission and goals.
- Maintains current knowledge of library practices by attending workshops, training sessions, and reading professional literature.
- Works a flexible schedule, including evenings and weekends.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The employee is expected to perform or possess the following:

- Understand and apply Eastern Oklahoma Library System policies and procedures
- Represent the Eastern Oklahoma Library System professionally to the public
- Working knowledge of law enforcement principles and practices
- Strong decision-making skills with a customer-focused approach
- Communicate and collaborate effectively with diverse customers and staff to achieve System, branch, and departmental goals
- Maintain a positive, productive work environment
- Keep relevant parties informed of major issues and recommend appropriate changes
- Operate essential computer systems, software, and office equipment.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- Minimum of one year of relevant experience in security, law enforcement or related military experience. Prior military personnel must have received an honorable discharge and a minimum of six months experience in security.
- CLEET certification eligible or active CLEET certified preferred, at the level appropriate to the assignment (unarmed); must meet CLEET continuous education requirements.
- Must have a valid Oklahoma Driver’s license, in good standing, and current automobile insurance.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Position requires standing for long periods of time.

The Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as libraries, offices or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I have read and understand this job description.

Employee Signature

Date