



JOB DESCRIPTION

POSITION INFORMATION

Title:	Library Safety Specialist	Supervisor:	Facilities Manager
Location:	Martin	Classification:	Full-Time/Non-Exempt
Department:	Facilities	Hours:	40 hours/week
Schedule:	Monday – Friday with rotating weekends and occasional evening hours.		

GENERAL DESCRIPTION

Must be a self-starter, able to maintain an orderly atmosphere conducive to a safe and pleasant library experience at Martin Library and to assist all York County Libraries to be able to do the same. Responsible for the safety of library users, staff, materials, furniture, equipment, and premises. Builds collaborative relationships with the police and fire departments and with library managers, directors, and staff across York County.

EDUCATION & EXPERIENCE REQUIREMENTS

- A high school diploma or equivalent is required.
- Associate's Degree highly preferred.
- Experience with Microsoft Office Suite.
- Reliable transportation required.
- Child Abuse clearance, Pennsylvania Criminal History Check, FBI Criminal Record Check and Mandated Reporter Training is required.

GENERAL REQUIREMENTS

Prior experience in the area of safety and security. Physical requirements include the ability to walk or stand for long periods of time, the ability to lift and/or carry or move boxes, and other heavy items, the ability to work outside in varying weather conditions if necessary.

DUTIES AND RESPONSIBILITIES

- Cultivates relationships with staff and users. Works to help create an excellent customer service experience.
- Circulates through public area of Martin Library to help maintain a safe and pleasant library experience. Monitors all public spaces including Study Rooms, Information Services Children's Department, Teen Forum, and the Circulation Desk area including public restrooms.
- Consults with Martin Library Director on all issues relating to building safety and security.
- Confers with Facilities Manager on an ongoing basis and recommends policies and procedures for all library facilities to prevent theft, damage of materials and facilities, and to insure a safe environment for staff and library users.
- Functions as lead staff member dealing with disruptive library users at Martin Library, assists all YCL libraries as requested, and represents the libraries in court as related to safety and security issues.
- Prepares accurate and competent reports covering all safety concerns and assures necessary records are maintained.
- Supports all York County library facilities, assessing staff safety, building security and makes need recommendations.
- Schedule regular staff trainings on handling safety and security issues at each facility.
- Assist Safety and Security Committee to update and maintain a York County Libraries "Safety Manual" which can be adapted for each library, including Disruptive and Disorderly patron policies.
- Travel to other library locations within York County Libraries.

ADDITIONAL INFORMATION

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.
