



Security Attendant *Ethelbert B Crawford Public Library* Monticello, NY

Overview: Ethelbert B Crawford Library is seeking a Temporary Part-time **Security Attendant** that is experienced in building safety, security and basic building maintenance, in Monticello.

The Part-time Security Attendant is responsible for helping protect library users, staff, materials, furniture, equipment, and premises by circulating throughout the public areas and grounds to maintain an orderly atmosphere conducive to safe and pleasant library experiences for all. The Library Security Attendant/Maintenance Person will help maintain an outstanding rapport with the public and perform related building maintenance tasks as required.

Responsibilities

- Patrol premises regularly to maintain order and establish presence
- Monitor and authorize entrance of vehicles or people in the property
- Remove wrongdoers or trespassers from the area
- Secure all exits, doors and windows after end of operations
- Check surveillance cameras periodically to identify disruptions or unlawful acts
- Respond to alarms by investigating and assessing the situation
- Submit reports of daily surveillance activity and important occurrences
- Perform building maintenance tasks as needed

Skills needed to perform the job;

- Knowledge of legal guidelines for area security and public safety
- Familiarity with report writing
- Excellent surveillance and observation skills
- Tech-savvy with experience in surveillance systems
- Knowledge of building maintenance tasks

This is a non-competitive Civil Service position. The successful candidate is eligible to participate in the New York State Local Retirement System as well as have paid time off and the option to opt in to Paid Family Leave.

Requirements:

- 3 years experience in Security field
- Security Guard License
- Valid Driver's License

Shift, Salary, and Benefits: This position is a Temporary Part-time position, Monday to Friday, 9:00 AM-12:15 PM, \$19.67 hourly, benefits include, Paid Vacation, Paid Sick time, and 401K/Retirement.

Apply by emailing your resume to Danielle DiStefano at ddistefano@rcls.org