

## **Position Summary**

The Security Officer helps make the library a safer space for the thousands of customers and visitors who utilize the library each year. The overriding responsibility of the Security Officer is maintaining a safe and secure environment for library customers and employees by patrolling, monitoring, and enforcing the Library Code of Conduct on library premises. Duties include implementing security protocols, maintaining security of facilities and operations, creating a visible security presence through regular patrols and interactions with public and staff, and working with staff to make the library as safe and inviting as possible. Other duties may be assigned by the Director or Management Team on a temporary or permanent basis. All of the duties listed below are essential job functions for which reasonable accommodations will be made.

## **Essential Activities**

- Maintains safe and secure environment for customers and employees by patrolling library premises hourly.
- Coordinates with local law enforcement agencies as needed to help maintain safety and security of library staff, customers, and properties.
- Secures facilities, operations, and personnel by assisting with surveying facilities and testing alarms, maintaining surveillance, conducting inspections, and responding to emergencies.
- Provides data on and prepares security reports for witnessed events; may implement short-term ban of violators, which may be appealed by the Director. Bans in excess of one week require approval from Library Director.
- Assists in staff training on security related issues relevant to public library system.
- Reports irregularities; informs violators of policy and procedures; ejects trespassers.
- Interacts and communicates pleasantly and effectively with diverse customers and staff, maintaining a positive and professional demeanor and providing friendly, courteous service.

## **Position Requires**

Bowling Green location, schedule includes daytime, evening and weekend hours, 2 years college level coursework or equivalent law enforcement training (PLUS at least 2 years security/law enforcement experience). Uniforms and training opportunities will be available.

EOE

Applications will be accepted until the position is filled. Please send application/resume to [employment@warrenpl.org](mailto:employment@warrenpl.org) or to:

Warren County Public Library  
Attn: Human Resources  
1225 State Street  
Bowling Green, KY 42101