



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

# **RUTH HOLLEY BRANCH SECURITY CLERK**

**(40 hours per week)**

**DATE POSTED:** August 24, 2009

**LOCATION:** Ruth Holley Branch Library, 685 N. Murray Boulevard (at Platte Ave.)  
Colorado Springs, CO 80915 **PHONE:** 597-5377

**STARTING WAGE:** \$11.24 per hour + full benefits (includes health insurances and retirement plan)

**POSITION HOURS:** 40 each week per the following current rotating schedule (# HOL - 16):

WEEK 1

Mon., Tues., Wed., Thurs., Fri. 9 a.m. – 6 p.m.

WEEK 2

Mon., Tues., Wed., Thurs. 9 a.m. – 6 p.m.  
Saturday 9 a.m. – 6 p.m.

**NOTE:** Incumbent will also work within the “on-call” rotation schedule, may use flex-time to work a 9-hour Friday about once per month (due to meetings), and may work occasional Sunday afternoons. The regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position’s schedule at any time as needs of the Library District change.

**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 (**#HOL-16**) 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:** Application materials must be submitted to the Human Resources Office by **Tuesday, September 8, 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 CLERK**

**BROAD SCOPE OF POSITION:** It is the mission of the Pikes Peak Library District to seek, engage, and transform lives through library services and resources that enrich individual lives and build community. This position operates in a diverse environment to help fulfill the mission of the Library by ensuring the safety of library patrons and staff, safeguarding all District assets, and by enforcing library policies, procedures, rules, and regulations in a branch location. This position will also perform circulation duties, routine billing and clerical tasks, and assist patrons with general inquiries.

### **REQUIRED EXPERIENCE / KNOWLEDGE / ABILITIES:**

1. Knowledge of basic library practices and procedures
2. Requires CPR/AED certification (or ability to become certified once employed)
3. Knowledge of security practices and procedures and in-depth knowledge of library's emergency procedures
4. Knowledge of library policies and procedures as they pertain to enforcement of library rules and regulations (including PPLD Code of Conduct Policy)
5. Knowledge of basic first aid and proper use of an AED
6. Knowledge of electronic and manual alarm systems (fire, safety, and security alarms)
7. Knowledge of basic computer skills
8. Ability to remain calm and exercise sound judgment when making quick decisions in emergency situations
9. Ability to provide efficient, courteous public service
10. Ability to establish and maintain effective working relationships with other employees and with the public
11. Ability to communicate with a diverse population and enforce library policies and procedures, either verbally or in written form, using courtesy and tact
12. Requires good physical stamina and the ability to pass a physical examination
13. Incumbent is expected to wear a PPLD issued security officer uniform and badge
14. Ability to work on a team, have a "whatever it takes" work ethic, and have an excellent customer service attitude

### **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 CLERK (continued)**

### **ESSENTIAL FUNCTIONS:**

1. Provides excellent customer service and maintains a courteous, positive image of the library when interacting with patrons and staff
2. Maintains patron and staff confidentiality
3. Enforces patron and staff compliance with general safety and security policies; is responsible for in-depth knowledge of the Emergency Action Plan; and carries out duties and responsibilities outlined therein
4. Responds to, assists, and investigates disturbances on library property; escorts unruly or disruptive persons from the premises; reports suspects involved with criminal activity for search or arrest by local police
5. Secures the building at opening and closing according to daily schedules; secures points of entry, exit, and interior areas
6. Performs periodic checks of entire facility and surrounding grounds
7. Monitors fire, safety, and security alarm systems; responds to and activates/deactivates alarm systems (possibly after hours); coordinates with police department as needed
8. Monitors library parking areas
9. Acts as a liaison between the Library District and local fire, police, and Sheriff's offices as required and may testify in court if necessary
10. Is responsible for in-depth knowledge of the Emergency Action Plan in order to perform necessary outlined responsibilities
11. Maintains records and reports related to security issues and incidents
12. Incumbent is expected to wear a PPLD-issued security guard uniform and badge
13. Explains circulation policies and procedures to patrons and answers their questions about library records
14. 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
15. Performs a variety of clerical duties (including processing transfers and holds, weeding books, balancing and closing the cash register, sorting and shelving books and other library materials, etc.)
16. Refers patrons to appropriate staff for reference or complex computer questions; Understands and articulates to patrons the concept of intellectual freedom as it relates to access to materials, information, and services
17. 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.
18. Keeps informed about library and departmental information
19. Performs other related duties as assigned

### **MINIMUM QUALIFICATIONS:**

1. **Education: Requires** a high school diploma or GED.
2. **Certifications: Requires** CPR/AED certification (*or ability to become certified once employed*)
3. **Experience: 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).
4. **Physical Requirements: 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.
5. **Requires** the ability to work the schedule listed on page one of this vacancy announcement. Schedule may be subject to minor changes.
6. **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!
7. it takes" work ethic, and an excellent customer service attitude! Bilingual ability is a plus in serving our diverse patrons!