



EDISON PUBLIC LIBRARY

340 PLAINFIELD AVENUE
EDISON, NEW JERSEY 08817
EDISONPUBLICLIBRARY.ORG

TELEPHONE: 732.287.2298
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HR@EDISONPUBLICLIBRARY.ORG

Security Guard Part Time Hourly: \$16.85

Come and join a new and expanding team of Library professionals as we reinvent the Edison Public Library for the 21st century. Located in Central NJ, with a multicultural, multilingual, and diverse population of 107,000, the Library currently has three library branches and bookmobile service. We are rebuilding our Library from the bottom-up and the top-down to create an environment of learning, exploration, innovation and fun for the entire community. Our North Edison and Main Library Branches currently are undergoing a transformation in layout and expansion. This is a Library system where anything is possible as we move towards a patron-centric view of programs and services.

The successful candidate will be responsible for assuring the safety of everyone in the Library. The Library's Security Guard maintains an environment that is safe and comfortable for our Library users and employees. It is the first line of security at Edison Public Library buildings. They will respond to emergencies, perform general security duties, and document unusual incidents. The Library Security Guard works as a member of the Security team, acts professionally, and demonstrates courtesy and respect to all.

This position reports to Library Administration.

Qualifications for a Successful Candidate:

- Must have a valid New Jersey Security Guard Registration
- Good oral and written communication skills and ability to deal tactfully and effectively with staff and public
- Ability to calmly resolve conflicts
- Work harmoniously with co-workers and a diverse and varied clientele
- Ability to work at any assigned post
- High School Diploma or GED
- 2+ years of prior security experience
- A valid Driver's License
- Associate Degree in Criminal Justice, Police Science, Security Management is desirable
- Experience in Law Enforcement or Military Service is desirable

Daily Responsibilities:

- Enforces the Library's rules of conduct for all patrons and visitors.
- Periodically tours building and grounds, examining doors and windows to determine whether they are secure and not tampered with
- Confronts unauthorized persons for questioning, and call for assistance from security office or police, according to the circumstances
- Ensures that Library users, staff and other outside contractors adhere to the rules of security to prevent theft, fire, damage, and personal injury
- Provide security presence at special events, including private screenings, parties, etc.
- Write comprehensive reports of incidents to assist with investigations and documentation of incidents
- Reports any unusual conditions or malfunctions in heating, plumbing, electrical or other parts of the buildings mechanical systems to facilities services
- Utilize Security Technology as part of the security strategy
- Required to work at any assigned post and other library facilities as needed
- Ability to stand for long periods of a time
- Performs related duties as required

Education: High School Diploma or equivalent; some college preferred

Hours: 20-25 hours; includes a rotation of hours during the week, evening and weekends (includes Saturdays and Sundays)

Benefits: Vacation, sick, personal, and holidays

Please email the following three (3) REQUIRED documents:

- (1) Cover Letter, (2) Resume and (3) Edison Public Library Employment Application (available at <https://edisonpubliclibrary.org/job-openings/>) to: hr@edisonpubliclibrary.org

The Library will only consider candidates who submit all required paperwork.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED. Only candidates under consideration will be contacted.

The selected candidate will be required to successfully pass a six month probationary period.

Pre-employment background check and drug test are required for Edison Township employees.

The Edison Public Library hires under NJDOP and EOE Guidelines.

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.