

## **JOB ANNOUNCEMENT: PT Safety Officer**

Open until filled

The Russell Library (Middletown, CT) has an immediate opening for a part-time safety officer. We seek a responsible, experienced or aspiring guard to ensure the safety, security, and hospitality of the Library's buildings and grounds for use by staff, patrons, and visitors.

Middletown is a vibrant, growing, and diverse community of nearly 48,000 residents located on the Connecticut River in the heart of the Nutmeg State. Home to two colleges and universities, a thriving downtown, a rich cultural and dining scene, and a unique combination of urban, suburban and rural life, Middletown has something to offer everyone. Founded in 1875, the Russell Library is a 501(c)(3) organization that serves as the principal public library for the City of Middletown, with a full range of services aimed at 21st-century users. Our [strategic plan](#) sets our course for success.

The PT Safety Officer contributes to a hospitable library environment where all members of the public feel safe, secure, and welcome. Responsibilities include but are not limited to:

- Patrol all areas of Library buildings, parking lots, and access ways, and secure staff parking lot at end of work shifts.
- Routinely check video security system, alarm system, lights, and equipment.
- Maintain high visibility by patrolling in public areas to keep order, to deter inappropriate behavior, and to assist the public by ensuring a safe, reasonably quiet, comfortable and welcoming environment.
- Provide assistance to patrons by giving directions and referring inquiries to appropriate staff members.
- Escort patrons or staff to cars in adjacent parking lots or spaces as requested.
- Assist elderly or disabled persons as necessary, i.e. carrying books or materials to vehicle, opening doors, or providing other assistance needed.
- May provide relief to stricken or injured persons until medical assistance arrives.
- Check young children to ascertain the presence of a parent or caregiver, and contact families of unattended children to be certain children leave safely.
- Monitor violations of the Library [Code of Conduct](#). Advise patrons of inappropriate behavior that may result in further action and possible loss of Library privileges. May counsel patrons who have caused problems to avoid further action and possible loss of Library privileges.
- Perform crowd control duties for Library programs or special events. Work with Middletown Emergency Services, City Fire and Police when necessary at events and in emergency situations. Disperse groups if easy access to buildings or facilities is hindered.
- Prepare incident reports and maintain files on daily activities and administrative matters.

The skills and knowledge required would generally be attained with graduation from

high school and two years of security guard, police or youth protective services work experience, or an equivalent combination of education and experience. Students in Criminal Justice programs and/or Security Guard courses are encouraged to apply. Must be able to pass a criminal background check and physical examination. A Connecticut Motor Vehicle Operator's license is desirable. Certification in First Aid, CPR, and AED is desirable. Preference given to valid LEOSA (Law Enforcement Officers Safety Act) and CT Guard Card holders. Strong preference given to individuals with experience in public safety and/or law enforcement.

Starting pay: \$23.08 per hour. Hours per week: 12-19. Mostly evening and Saturday shifts, with occasional opportunities to pick up weekday shifts.

To apply, complete and submit Russell Library's online employment application at <https://russelllibrary.wufoo.com/forms/russell-library-employment-application/>. Applications must be submitted online to be considered.



***Russell Library is an equal opportunity employer. Russell Library prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex (including pregnancy, gender identity or gender expression), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other legally protected characteristics. Russell Library conforms to the spirit as well as to the letter of all applicable laws and regulations.***

***All employees of the Russell Library are expected to adhere to the [American Library Association Code of Ethics](#).***