



Josephine Agnello-Veley  
Director of Human Resources

# City of Meriden, Connecticut

## *Department of Human Resources*

CITY HALL  
142 EAST MAIN STREET  
MERIDEN, CONNECTICUT 06450  
TELEPHONE (203) 630-4037  
FAX (203) 630-5882

October 20, 2023

### **Building Monitor – Meriden Public Library Part Time - 20 hours**

This is a responsible part time security position at the Meriden Public Library involving evenings and some weekend work. The Building Monitor is responsible for insuring that the Library's posted safety and behavior rules are followed by all people on Library premises. The monitor will deter and report any disorder, vandalism, obtrusive loitering or theft in the building or on the grounds. The monitor is responsible to the Library Director and works closely with all library staff, building custodians and police.

High school diploma or the equivalent. Experience in guard or police work. Neat and clean appearance. Ability to read and write instructions, directions and reports.

Salary \$19.80 - \$23.54

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Please call to make an appointment.

Last Date to Apply: Open until filled

E.O.E.

## **Building Monitor – Library**

### **Nature of Work**

This is a responsible security position at the Meriden Public Library involving evenings and some weekend work. The Building Monitor is responsible for insuring that the Library's posted safety and behavior rules are followed by all people on Library premises. The monitor will deter and report any disorder, vandalism, obtrusive loitering or theft in the building or on the grounds. The monitor is responsible to the Library Director and works closely with all library staff, building custodians and police.

### **Examples of Work**

Patrol all areas of the building, parking lot and all access ways. Control crowds and eliminates disturbing elements.

May call police to assist or take over when necessary.

Reports any damage or unsafe conditions and equipment failures.

Escorts staff or patrons to cars when appropriate.

Remains in parking lot until all staff cars have left.

Keep high visibility to deter problems and damage from occurring.

Writes reports about the day's activity and special problems that resulted in police or additional security officer action.

### **Additional Duties**

Assist with crowd control for programs or special events.

Opens and secures building as appropriate.

Sets up and remove tables, chairs, and AV equipment for meetings.

May assist with custodial work on emergency basis, including sanding walks and stairs when icy or removing other hazards.

Assists disabled patrons or elderly in or out of the building.

Performs related work as required.

## **Building Monitor – Library (continued)**

### **Desirable Knowledge and Skills**

Ability to exercise judgment in difficult situations.

Knowledge of legal implications of actions and when police should be called.

Good communication with staff, police and patrons.

Ability to command respect, project authority, eliminates troublemakers with minimum of disturbance to staff and patrons.

### **Qualifications**

Good physical condition, experience in guard or police work.

Neat and clean appearance.

Ability to read and write instructions, directions and reports.