City of Meriden, Connecticut

Department of Human Resources

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November 8, 2021

VACANCY ANNOUNCEMENT

VACANCY: Building Monitor – Meriden Public Library
Part Time - 20 hours

SALARY: 31D - $18.65 to $26.91 per hour (hired after 7/1/03)
$18.65 to $25.33 per hour (hired before 7/1/03)

NATURE OF WORK: Please read the attached job description.

QUALIFICATIONS: 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.

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.

HOW TO APPLY: Apply on line at https://tinyurl.com/meridencareers or you can e-mail your Application/transfer form to 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: Wednesday, November 17, 2021

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.

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.