

4/22/24

J O B P O S T I N G
YPSILANTI DISTRICT LIBRARY
Building Monitor

The Ypsilanti District Library has an exciting opportunity for a candidate interested in making a difference. The Building Monitor uses community policing principles to ensure the Library provides a safe and welcoming environment for patrons to learn and explore. The right candidate will develop relationships with library users and staff, collaborating to address problems before they escalate, and play a preventive role as an active and visible security presence in the library.

POSITION: Building Monitor, Part-Time (.5 FTE, 20 hours/week)

REPORTS TO: Facilities Manager

TYPICAL DUTIES INCLUDE:

- Develops relationships and routinely interacts with patrons and staff to promote a safe and welcoming environment
- Continually patrols the Library building, parking lot, grounds, entrances, and public restrooms
- Makes recommendations regarding safety/security procedures, policies, equipment and needs
- Explains to patrons and enforces the YDL Patron Behavior Policy and other policies
- Communicates with security team regularly and works with law enforcement when warranted
- Utilizes video surveillance software to monitor, review, and capture images when necessary
- Reports damage to the building, furnishings, or equipment
- Completes detailed incident reports using custom software
- Manages crowd control at larger events
- Properly handles accidents, injuries, and other emergencies as they arise

QUALIFICATIONS:

- Excellent public service attitude, conflict resolution skills and ability to defuse tense situations
- High School diploma or equivalent
- Knowledge of community policing principles and practices
- Punctual, flexible, and dependable
- Communicates effectively with staff and public, both verbally and in writing
- Experience working with diverse populations, those most vulnerable, with teens, and in an urban setting
- Must be able to work independently while exercising good judgment
- Ability to think and act quickly in emergencies
- Possesses a valid Michigan Driver's License and reliable transportation
- Proficient in use of computers

