JOB POSTING 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

4/22/24

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HOURS: Part-time, 20 hours per week; Includes evenings and weekends

SALARY/BENEFITS: \$18.60-\$23.50/hour dependent on experience

Pro-rated paid time off and paid holidays, telemedicine plan, employer

paid retirement contribution after one year of service.

TO APPLY: Send resume, cover letter, & completed application form (available at

www.ypsilibrary.org) by Monday, May 6th, to:

Human Resources or <u>lisa@ypsilibrary.org</u>

Ypsilanti District Library 5577 Whittaker Road Ypsilanti, Michigan 48197

The Ypsilanti District Library is committed to creating and sustaining a diverse workforce, and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, or age. YDL has an internal workgroup dedicated to equity, diversity, and inclusion, with the goal of a diverse workforce that is representative at all job levels, of the citizens we serve, to support a more equitable future for all.