

**Arapahoe Library District**  
**Job Posting**  
**Security Guard – Two Part-time Positions Available**

Req:SH/MA-01282010

**Location:** Sheridan Library, 3201 W. Oxford Ave., Sheridan, CO 80236 and Eloise May Library, 1471 S. Parker Road, Denver, CO 80231.

**Starting Wage:** Starting at \$12.20 per hour.

**Hours:** 20-hour, part-time, benefitted position. Must be able to work evenings and weekends. Schedule to be determined.

**Role:** To provide a visible presence in the libraries with a focus on customer service and safety & security for patrons, staff, and assets.

**Major Duties and Responsibilities:**

- 70% SAFETY AND SECURITY** - Provides a visible security presence by circulating through the library building and grounds, monitoring the environment for signs of theft, vandalism, inappropriate behavior, and identifying safety issues in order to keep the library safe and secure for patrons and staff members. Work with library management to resolve issues.
- 20% COLLECTION MAINTENANCE**– Maintains the collection by shelving materials, shelf reading and shelf shifting the collection, monitoring hold shelves, and displaying materials in order to maintain the collection.
- 10% CUSTOMER SERVICE** – Provides a welcoming environment by greeting patrons, answering basic directional questions, responding to questions about library facilities and policies, and handing patrons off to staff members as appropriate in order to provide customer satisfaction.

**Expectations:**

1. SAFETY AND SECURITY – Effective security presence and asset protection.
2. COLLECTION MAINTENANCE – Effective maintenance of the collection.
3. CUSTOMER SERVICE – Outstanding and personalized customer service.

**Qualifications:**

Ability to travel and work at various library branches within the Arapahoe Library District as needed.

High school degree or equivalent, required.

Ability to sort and file alphabetically and numerically, required.

Two to five years of similar or related experience, preferred.

Fluency in Spanish language, preferred.

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Ability to translate basic safety and security concepts into a library setting, focusing on customer service.

Ability to work effectively with various law agencies as needed.

Technology and Filing skills, including intermediate assessment scores for Internet Explorer, Outlook, and Filing, preferred.

Able to stand and walk up to 75% of the shift, bend and stretch without limitation, kneel, and, reach with hands and arms. Ability to lift up to 35 pounds, unassisted, regularly, and up to 50 pounds, assisted, occasionally. Ability to push a loaded wheeled book truck weighing up to 100 pounds.

**Other Qualifications:**

Committed to provide outstanding and personalized customer service to patrons, coworkers and customers.

Be able to demonstrate emotional intelligence, including self-regard, emotional self-awareness, assertiveness, independence, self actualization, empathy, social responsibility, interpersonal relationship, stress tolerance, impulse control, reality testing, flexibility, problem solving, optimism, and happiness.

Ability to focus on the customer, show integrity, be inclusive, enjoy learning and have fun.

In order to verify the qualifications and backgrounds of individuals before being hired into positions at Arapahoe Library District, the Human Resources Department will conduct pre-employment background investigations on final candidate(s).

**APPLY ONLINE** at [www.arapahoelibraries.org](http://www.arapahoelibraries.org). Click on the "About Us" section, then the "Jobs @ the Library" link. Select the job in which you are interested. You may also attach a resume or cover letter with your application. Questions? Contact the HR department at 303-Library, ext. 19501.