



## St. Charles Public Library

One South Sixth Avenue  
St. Charles IL 60174-2195  
630-584-0076 ■ FAX 630-584-9262  
[www.stcharleslibrary.org](http://www.stcharleslibrary.org)

# Security Assistant- Part Time

The St. Charles Public Library District is seeking to fill the role of Security Assistant with a fast-paced, energetic, multitasking team player with a positive attitude.

This is a Part-Time, Non-Exempt Position - Schedule: 16-18 hours a week, in person, with evening and weekend availability.

The Security Assistant position supports the department through maintain the security and safety of the library patrons, employees and facility.

### QUALIFICATIONS:

- Able to stand and walk for longer periods of time to patrol
- Familiarity with standard department practices, and observes safe working practices, including maintaining storage areas in safe conditions
- Reports and documents any emergency to the “Manager in Charge”, manager, and/or police/fire department.
- Provides information and directs the public to desired services.
- May be required to assist in transporting book and material donations to the appropriate areas.
- Secures facility closing; turns off lights; secures doors; sets alarm.
- Interfaces with anyone who may be loud, disruptive or engaging in any inappropriate behavior; ensures adherence to library policies and standards of facility use in a professional manner.
- Inspects for evidence of unauthorized entry or use, vandalism and theft, and any safety hazards using all available security tools, including the surveillance videos.
- Completes required forms and logs.

### PHYSICAL REQUIREMENTS:

Mobility to work in an office setting, use standard cleaning and maintenance equipment and tools; and stamina to sit, stand and walk for extended periods; strength to lift and carry up to 50 pounds and push carts that weigh up to 100 pounds; agility to bend, reach and climb; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

### EDUCATION AND EXPERIENCE:

High school graduate/GED; and one (1) year of security experience. PERC card holder or similar certification for security and safety required or have within six (6) months of hire.

**SALARY:** \$16.11/hr minimum - \$20.95/hr midpoint - \$25.77/hr maximum; offers are generally made within the minimum to the midpoint range depending on qualifications, experience, and internal equity

**TO APPLY:** Submit a cover letter and resume to: [hr-applicants@scpld.org](mailto:hr-applicants@scpld.org),

Attention: Junior Renteria, Facilities and Security Manager

Applications are available on our website: <https://www.scpld.org/>

*The St. Charles Public Library is an Equal Opportunity Employer*

