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Library Security Assistant

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Official University Job Title: Staff Assistant

Library Title: Library Security Assistant II

Description: (paragraph)

This position is responsible for ensuring the upper floors of the Library remain quiet and orderly week nights. The person will inspect the upper floors at least once an hour place for loud and disorderly patrons. As patrols are made, person will pick up out of place materials and will neaten and straighten furniture. At key times where quiet study space is most important, the person will take a position on the upper floors and remain for long periods. The position will also be expected to shelve books on the upper floors, search for missing books, and work on special projects in upper floor stacks. The person will be responsible for making counts of upper floor use patterns. The position will assist night time Library Technical Assistant with materials searches. The position will monitor group study room use. At times the person in this position will work at the Circulation/Reserve Desk. Reports to Department Head.

Duties: (list)

Responsibility Number 1

Patrols Library monitoring loud and disorderly behavior and misuse of study rooms at least once per hour, and more often during heavy use periods. Monitors noise level during patrols and calls for patrons to be quiet in areas designated for quiet study. At times remains on upper floors to be a presence to preserve quiet environment conducive to individual study. Ensures group study rooms policies are enforced. At times person in this position may contact Public Safety to assist with noise or security problems.

Responsibility Number 2

Picks up books and other materials left out of place and shelves them. Shelves materials as well, both in the open shelves.

Responsibility Number 3

Monitors arrangement of upper floor furniture and straightens furniture as needed.

Responsibility Number 4

Takes counts of various upper floor users.

Responsibility Number 5

Assists night Library Technical Assistant with missing book searches.

Responsibility Number 6

Works at service desk. This involves checking books in and out, giving change, checking audiovisuals and reserves in and out and other Circulation/Reserve Desk duties.

Responsibility Number 7

The late night staff are frequently given special assignments by the Department Head, the Assistant Department Head, or members of the Library Administration. During intersessions the position will work a different schedule and have different responsibilities

The above is intended to describe the general content and requirements of the job. It is not intended to be an exhaustive statement of duties.

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Essential Duties & Responsibilities:

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

Essential Functions & Responsibilities (place an * next to new essential functions assigned to a job)	% of Time
