

Position Description
Safety Coordinator – Part Time
Effective As of: 5/01/22

Reports to: Director

Department: Administration

Classification: Grade: 2

FLSA: Non-Exempt

This part -time employee will focus on assisting staff in maintaining a safe, secure, and welcoming environment through the equitable enforcement of policies and procedures. This employee will prioritize the Library's values and objectives in the implementation of safety procedures to achieve an environment in which [Everyone Is Welcome](#).

Essential Functions:

1. Provides regular, gracious and friendly service to patrons and staff in a fashion consistent with the high level customer service standards of the Forest Park Public Library.
2. Coordinates with the Full-time Safety Coordinator to ensure consistent application of procedure and policy and to collaboratively handle situations as necessary.
3. Monitors and secures library building and grounds.
4. Monitors and manages the library's surveillance system.
5. Enforces library Behavior Policies and Guidelines in a manner consistent with the organization's values and practices.
6. Works with library staff to provide information, support, referrals, and assistance to people who are experiencing mental health issues, addiction, homelessness, or issues of general exclusion or disengagement
7. Assists staff with removal of patrons who violate the Behavior Policy or federal/state/local laws and makes recommendations regarding further action including suspensions and referrals to social services.
8. Works with library staff and authorities to follow through on incidents, including filling out library incident reports and any required police reports.
9. Manage the library's incident reporting documentation.
10. Represents the library at any necessary hearings related to arrests.
11. Assists patrons and staff during evacuation or emergency situations.
12. Assists with closing procedures and securing the facility.
13. Communicates concerns and suggestions to the Library Director and works with the Management Team on necessary policy and practice updates.
14. Collaborates with members of administration and Management Team to ensure successful library operations.
15. Pursues relevant knowledge of library and other related industries (safety, social work)

Minimum Qualifications:

1. Requires knowledge typically acquired through completion of high school or equivalent.
2. Related experience in a comparable setting.

Skills:

1. Ability to interact with patrons and staff with a level of compassion, empathy, positivity, and professionalism.
2. Knowledge of a wide variety of workplace technology including email, Microsoft products, surveillance software, and the ability to learn and operate related programs.

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3. Ability to recognize potential security threats and diffuse them without significant disruption through the use of trauma informed crisis intervention practices and/or restorative justice practices when appropriate.
4. Broad cultural competency knowledge and skills, and the ability to work effectively with a culturally diverse workforce and community
5. Dedicated to the pursuit of equity, diversity, and inclusion
6. Committed to anti-racist behaviors and policies
7. Ability to follow and implement Library policies and procedures fairly and consistently.
8. Ability to exercise reasonable and independent judgment and discretion.
9. Can communicate clearly and calmly regardless of the situation.
10. Understanding of and commitment to library ethics and values (ex. Confidentiality/privacy, intellectual freedom).

Preferred Qualifications:

1. Experience with and knowledge of social work and social services available in the Forest Park area
2. Experience with mental health first aid, trauma-informed practices
3. Experience working in public libraries

Requirements:

1. Pass a criminal background check.
2. Available to work at least one weekend shift per week.
3. Able to meet the physical requirements of the position including:
 - o Must be able to push/pull up to 100 pounds.
 - o Must be able to lift up to 25 pounds.
 - o Must be able to walk or stand for long periods of time.

Acknowledgement

I acknowledge that I have read the position description and requirements for this position, and confirm that I can perform these core job functions.

_____ Signature

_____ Date

The Library is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, religion, sex, marital status, national origin, disability, or any other protected classification.