



**Ferndale Area District Library
222 East Nine Mile Road
Ferndale, MI 48220**

POSITION: BUILDING MONITOR (PART-TIME)

QUALIFICATIONS:

- Excellent public service attitude, conflict resolution skills and ability to defuse tense situations
- Knowledge of security principles and practices
- Minimum of a high school diploma or equivalent
- Ability to work under stressful conditions and exercise good judgment
- Works well with a diverse public including children and teenagers
- Stays calm in difficult situations, following established procedures and guidelines
- Communicates effectively with staff and public, both verbally and in writing
- Ability to physically perform the duties of the position including walking long distances, and standing for long periods of time, bending, reaching, and lifting up to 40 lbs

TYPICAL RESPONSIBILITIES:

- Greet the public pleasantly.
- Routinely visually checks all areas of the Library, including public rest rooms, and maintains a building log.
- Explains to public and enforces Library Patron Behavior Policy and other policies.
- Responds to emergencies and maintenance issues and provides support as needed.
- Works with local police department when warranted.
- Writes incident reports for qualifying incidents and logs them for other staff to view.
- Makes recommendations to management regarding safety/security procedures, policies, equipment and needs.
- Responsible for program and meeting room set-ups, which may involve moving the room divider, chairs, tables, and setting up AV equipment.
- Responds to Library staff requests for assistance. This may include preparing flyers or other program materials.
- Perform light building maintenance tasks such as changing light bulbs, spot vacuuming or mopping, restocking rest rooms, picking up trash, and taking out recyclables.
- Performs other duties as required or requested.

This is an at-will position that reports to the Library Director.

HOURS: Part-time, approximately 20-25 hours per week, evenings and weekends required.

STARTING PAY: \$10.50 per hour

APPLICATION DEADLINE: Until filled. Preference given to applications received by February 16, 2018.

Complete the Application and Return to: Jenny Marr, Director

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222 E. Nine Mile Rd.

Ferndale, MI 48220

jmarr@ferndalepubliclibrary.org

248-547-6000

The above is intended to describe the major responsibilities and requirements of this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The Ferndale Area District Library reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of its business. The Ferndale Area District Library is an EEO Employer.

Updated 1/2018