



**JOB POSTING**  
**Security Officer 6**  
**40 Hours Biweekly**  
(Employment Equity Position)

**Halifax Public Libraries** is currently accepting **INTERNAL** and **EXTERNAL** applications for the part-time position of **Security Officer 6** working at Halifax Central Library and Halifax North Memorial Public Library.

**This is an employment equity position designated for Indigenous Peoples or African Nova Scotians. Applicants are encouraged to self-identify on their cover letter or resume.**

**WHO WE ARE**

Community is at the heart of all that Halifax Public Libraries undertakes. Comprised of 14 branch libraries, we serve the 400,000 citizens of Halifax with our collection of 1 million items and a wide range of programming. Halifax Public Libraries blends the best of traditional library services with innovative programs, spaces and technologies, attracting more than 3 million in-person visits each year.

**POSITION SUMMARY**

Under the direction of the Branch Operations Supervisor, this position ensures the safety and security of library staff, customers, the premises and its contents. Maintains an orderly atmosphere and enforces library policies and safety regulations as they pertain to public use of facilities using a calm and respectful approach.

**KEY RESPONSIBILITIES**

*The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- ▶ Patrols inside and outside the building, to maintain order, prevent theft/vandalism and unauthorized access to restricted areas
- ▶ Monitors surveillance system as required
- ▶ Responds to emergency calls while on shift
- ▶ Prepares Incident Reports as required
- ▶ In accordance with library policy, asks customers to leave the premises and under the direction of manager, bars disruptive customers and serves barred customers with Protection of Property Act
- ▶ Liaises with police regarding serious incidents
- ▶ Opens the building and secures the building at closing
- ▶ Delivers daily cash deposits to bank
- ▶ May be required to check the building for maintenance issues and where required perform maintenance and janitorial duties

**PHYSICAL AND SENSORY DEMANDS**

- ▶ Constant moving 50-80% of the time
- ▶ Lifting and moving of medium weight objects
- ▶ Dealing with customers who present behavioural challenges

**QUALIFICATIONS**

These are employment equity positions designated for **Indigenous Peoples** or **African Nova Scotians**. **All applicants must self-identify on their cover letter or resume.**

**Education & Experience:**

One year post-secondary diploma (e.g. Law & Security) plus two years related experience **OR** Grade 12 plus three years related experience

**Specific Knowledge & Technical Experience:**

- ▶ Demonstrated knowledge of security techniques and practices required
- ▶ Experience in non-violent conflict resolution and knowledge of self-defence required
- ▶ First-aid and CPR certification or willingness to obtain it required
- ▶ Knowledge of Internet, Windows and office software applications required
- ▶ Willingness to obtain other Library funded licencing and training required by provincial legislation

***Please state whether the above application requirements are met in your resume and/or cover letter.***

**COMPETENCIES**

- **Respect for Diversity** - Respects the diverse opinions and beliefs of library customers and co-workers. Appreciates the need to respond to, and reflect, the various communities we serve. Implements the appropriate measures to respond to, and reflect, the communities served.
- **Problem Solving and Decision Making** - Recognizes patterns, uses analytical skills to draw logical conclusions, and makes recommendations for action. Uses a successful and appropriate approach to issues and solving problems. Uses sound judgment in making decisions, despite obstacles or resistance. Recognizes when to seek guidance.
- **Communication Skills** - Listens effectively, transmits information accurately and clearly, in both written and verbal form. Solicits and provides feedback.
- **Creativity / Innovation** - Looks for appropriate opportunities to generate and to apply new and evolving ideas, methods, designs, and technologies. Shows initiative, energy, and enthusiasm.
- **Knowledge of Work** - Pursues and demonstrates expertise. Acquires broad, in-depth, and up-to-date knowledge of the trends and developments in relevant fields.
- **Technological Competence** - Pursues and demonstrates expertise in technology and can apply it as required. Understands the critical and evolving role of technology.
- **Adaptability** - Responds effectively to changes in direction and priorities (both long-term and short-term), and accepts new challenges and responsibilities.
- **Interpersonal / Group Skills** - Builds strong work relationships; is sensitive to how individuals and organizational units function and interact. Respects the dignity and ability of co-workers. Works co-operatively with colleagues both inside and outside formal organizational units. Participates in and contributes to group efforts, supports consensus building efforts. Works effectively with external partners.
- **Leadership** - Ensures achievement of strategic objectives. Establishes and demonstrates high performance standards. Earns trust and respect. Respects and trusts others. Shows integrity. Motivates by coaching, empowering and recognizing the work of others.
- **Organizational Understanding and Global Thinking** - Shows a commitment to the HRL mission. Demonstrates an understanding of the organization, its services and the materials it provides. Understands and accepts his/her role in accomplishing branch or department priorities and the HRL Strategic Plan.
- **Accountability / Dependability** - Accepts responsibility for actions and results. Accomplishes goals, completes tasks and meets deadlines, or gives reasonable notice and explanation. Is productive, while maintaining accuracy and quality.

- **Planning and Organizational Skills** - Identifies and analyzes data. Sets appropriate priorities and objectives, devises effective methods and allocates resources accordingly. Anticipates internal and external changes, trends and influences.
- **Resource Management** - Manages resources, including his or her own time, in a manner consistent with organizational and departmental objectives. Demonstrates a consistent focus on delivering services in a cost effective manner.
- **Service Attitude** - Understands and meets the needs of customers. Addresses their interests and concerns. Is friendly, polite and approachable.

***These are unionized positions. Preference will be given to internal NSUPE Local 14 employees. While subject to change in accordance with the collective agreement, the normal hours of work are:***

**Hours:** 40 Hours Biweekly

**Schedule:**

Tuesday	3:00pm – 9:00pm
Thursday	8:30am – 3:30pm
Friday	2:00pm – 5:00pm
Saturday	10:00am – 5:00pm

**Hourly Rate of Pay:** \$22.49 - \$25.81

**Applications must be received in the Human Resources Office no later than:** Thursday, September 21, 2017

**Applications should be addressed to:** Amy Bradley, Human Resources Coordinator  
Halifax Public Libraries  
60 Alderney Drive, Dartmouth, N.S. B2Y 4P8  
FAX: (902) 490-5850  
**Email:** [careers@halifaxpubliclibraries.ca](mailto:careers@halifaxpubliclibraries.ca)

**Current Employees of Halifax Public Libraries:** Please indicate **INTERNAL APPLICANT** in the subject line of your email application if you are a bargaining unit (NSUPE 14) member.

All appointments are conditional upon an acceptable criminal record check and vulnerable sector search. More information and the required forms will be provided at an interview and are available at all Halifax Public Libraries branches, including our website [www.halifaxpubliclibraries.ca](http://www.halifaxpubliclibraries.ca)

***Halifax Public Libraries hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply and self-identify.***

During the recruitment process, applicants have the right to request accommodation. Applicants invited to participate in an interview or other form of testing and who require accommodation, should discuss their needs when contacted for an interview and/or testing.

We thank you for your interest in employment with Halifax Public Libraries, however, only those candidates selected for an interview will be contacted.