



JOB POSTING
Security Officer 6
40 Hours Biweekly (2 positions)

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.

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.

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.

OUR VISION FOR THIS ROLE

Under the direction of the Facilities and Technology Manager, this position maintains a safe, welcoming environment by proactively engaging with customers and staff by using a calm, empathy-driven approach to ensure library policies and safety regulations are followed.

YOU

- ▶ You have a passion for working with people and value customer service for all, regardless of age, background, or ability level.
- ▶ You have excellent interpersonal and communication skills, including the ability to connect with diverse people and to verbally de-escalate volatile situations.
- ▶ You remain calm under pressure and are able to use sound judgment to make quick decisions.

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.

- ▶ Proactively engages and builds trust with customers and staff, supporting them in their enjoyment of the library and in their work.
- ▶ Monitors inside and outside the building; opens and secures the building at closing; monitors surveillance system; and handles bank deposits.
- ▶ Identifies and addresses any security and safety concerns, including responding to emergency calls, explaining library policy to customers, and verbally de-escalating volatile situations.
- ▶ Prepares succinct, factual Incident Reports as required.
- ▶ In accordance with library policy, asks disruptive customers to leave the premises and under the direction of a manager, bars customers and serves them with a Protection of Property Act Notice.
- ▶ Liaises with staff from other community agencies and services, such as Halifax Regional Police and Navigator Street Outreach.
- ▶ Performs minor maintenance and janitorial duties.
- ▶ May assist with special events, including providing access, greeting and directing customers, managing crowds, and monitoring alcohol consumption.

PHYSICAL AND SENSORY DEMANDS

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

DO YOU HAVE WHAT IT TAKES?

Education & Experience:

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

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 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 | • Interpersonal / Group Skills |
| • Problem Solving and Decision Making | • Leadership |
| • Communication Skills | • Organizational Understanding and Global Thinking |
| • Creativity | • Accountability / Dependability |
| • Knowledge of Work | • Planning and Organizational Skills |
| • Technological Competence | • Resource Management |
| • Adaptability | • Service Attitude |

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:

40 Hours Biweekly – Part-time, (1 position).....Job Reference# HRL-18-003-01

Schedule: Week 1: Sunday 1-4pm, Monday 12-4pm, Wednesday 12-4pm, Thursday 4-10pm, Saturday 11-7pm
Week 2: Wednesday 12-4pm, Thursday 4-10pm, Saturday 11-7pm

40 Hours Biweekly – Part-time (1 position).....Job Reference# HRL-18-003-02

Schedule: Week 1: Tuesday 12noon-4pm, Friday 1:30-7pm, Saturday 8:30-4:30pm
Week 2: Sunday 1-4pm, Monday 12-4pm, Tuesday 12-4pm, Friday 1:30-7pm, Saturday 8:30-4:30pm

*****Applicants are requested to submit one application and clearly indicate the corresponding job reference number(s) listed above for each position they are applying for.*****

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

Applications must be received in the Human Resources Office no later than: Friday, May 18, 2018

Applications should be addressed to: Amy Bradley, Human Resources Coordinator
Halifax Public Libraries
Email: hplcareers@halifax.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

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.