



Position Available at the Akron-Summit County Public Library

JOB TITLE: SECURITY AND BUILDING SYSTEMS SPECIALIST **DATE:** JUNE 6, 2023
LOCATION: MAIN LIBRARY
HOURS: Full-Time (37.5 hours), including evening and weekend hours as needed
SALARY: Grade 14, \$26.85/hour (Non-Exempt)

ABOUT THE LIBRARY

Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We've been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction.

We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

DUTIES & RESPONSIBILITIES:

The ASCPL is hiring a Security and Building Systems Specialist to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life. The Security and Building Systems Specialist performs a variety of duties as related to the software and equipment systems in use by the Security Department and supports the overall physical security of the Library system's employees, customers, and facilities.

Duties include, but are not limited to, operating and coordinating the installation of alarm systems and related software; maintaining and monitoring the video surveillance system, and replacing defective equipment; overseeing employee access control software and tracking keys; maintaining and troubleshooting the keyless access system, building automation, and HVAC controls; fulfilling all the regular duties of Security Officer; and performing other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Required: High school diploma or equivalent. A valid driver's license, automobile insurance, and reliable personal transportation. Ability to pass a pre-employment drug screening, criminal background check, and education verification check. Knowledge of facility and employee security principles and practices. Knowledge of fire alarm systems, access control systems, burglar alarm systems, and closed-circuit television systems operations. Ability to assess potential problem situations quickly and discreetly and effectively deescalate them without disruption of Library services to the public. Skill in customer service. Understanding of the principles of intellectual freedom.

Preferred: Associate's degree. 2 to 5 or more years of related work experience.

DEADLINE FOR APPLICATION: Open until filled

For consideration, applicants for this position must either submit a resume and a cover letter indicating previous applicable experience and training or complete an Employment Application in the Human Resources Department at Main Library. Email resumes to library-HR@akronlibrary.org or mail them to: Human Resources, Akron-Summit County Public Library, 60 S. High Street, Akron OH 44326-0001. For more information about the ASCPL system, visit our website at www.akronlibrary.org.

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER



60 South High Street | Akron, Ohio 44326 | akronlibrary.org

Our Core Values: Excellence | Service | Learning | Diversity & Inclusion