



City of Rochester (NY)
Security Guard/Library

SALARY	\$19.73 - \$24.68 Hourly	LOCATION	851 Joseph Avenue Rochester, NY
JOB TYPE	Full-Time	JOB NUMBER	24DM737PLA25
DEPARTMENT	Rochester Public Library	BUREAU	Community Library
OPENING DATE	07/01/2024	CLOSING DATE	7/15/2024 11:59 PM Eastern

General Description

This is a key job in the Security program of the City of Rochester. This position is responsible for performing routine security work and patrolling an assigned area to safeguard customers and vehicles at City facilities. The employee works under the direction of senior level personnel. Related work is done as required.

Typical Work Activities

- Patrols an assigned area to insure safety of persons and property;
- Monitors audio-visual security systems;
- Investigates complaints and disturbances;
- Keeps patrol area orderly and notes any problems needing the attention of superiors;
- Apprehends lawbreakers and disorderly persons in keeping with the jurisdiction of his job;
- Inspects buildings and property for safety, health or fire hazards and brings details to attention of superior;
- Enforces vehicles and safety regulations as required by specific assignment;
- Keeps order at public gatherings and at special events;
- Makes regular reports of events occurring during their shift or detail;
- Provides information to visitors regarding locations of City buildings, services, functions, and specific personnel and directs them accordingly;
- Assumes desk duty at an assigned post at request of supervisory personnel;
- May receive, check, and sign for registered mail and other deliveries made after normal working hours.
- Performs special assignments at request of supervisory personnel.

Minimum Qualifications

Graduation from high school or possession of a G.E.D. **PLUS:**
Possession of NYS Security Guard Certification at time of application.

SPECIAL REQUIREMENTS:

An active New York State Class D driver's license at time of appointment.

This license must be maintained throughout employment in this job. NYS Security Guard Certification will continue to be required throughout employment.

Agency

City of Rochester (NY)

Phone

585-428-7115

Address

30 Church Street
Room 103A
Rochester, New York, 14614

Website

<http://www.cityofrochester.gov>