

Manhattan Public Library Job Description

Job title: Safety and Security Specialist

Department: Administration

Exempt: No

Salary grade: I

Reports to: Safety and Security Manager

Supervisory responsibilities: No

Summary: The Safety and Security Specialist ensures a safe, secure, and welcoming environment for library patrons, staff, and property. This role involves monitoring library facilities, enforcing policies, preventing disturbances or theft, and promoting compliance with safety and emergency procedures. Ensures internal security systems are functional. Delivers safety and security training to staff.

Mission

Manhattan Public Library enhances quality of life by connecting the community to information and innovation and providing a welcoming, safe, and fun place for all.

Vision

At Manhattan Public Library, we acknowledge the past to inspire a better tomorrow.

Values

Community: Manhattan Public Library is committed to strengthening the Manhattan community through shared experiences and dialogue.

Intellectual Freedom: Manhattan Public Library supports everyone's right to freely access information in order to form their own unique thoughts and opinions.

Inclusion: Manhattan Public Library strives to include all community members in its programs and to reflect the diversity of Manhattan identities in its resource collections.

Hospitality: Manhattan Public Library is dedicated to creating a friendly and welcoming space for all.

Public Service: Manhattan Public Library believes that public libraries are an essential public service, and Library staff are proud to serve the Manhattan community.

Access: Manhattan Public Library strives to make its building, programs, and collections accessible to all.

Diversity, Equity, Inclusion, and Belonging Statement

At Manhattan Public Library, everyone is respected. The Director and staff are committed to offering collections, programs, and services that support the entire community. We oppose discrimination of any kind, including on the basis of age, race, religion, ability, sexual orientation, gender identity and expression, or socioeconomic status. At Manhattan Public Library, we understand that diversity, equity, inclusion, and belonging are essential to offering our community an intentionally robust and enriching experience. All are welcome at Manhattan Public Library.

Core Competencies and Qualifications

- Provides excellent customer service and builds positive relationships with patrons, staff, and the community
- Represents the library in a professional, ethical, and inclusive manner, ensuring equitable service to all users
- Strong communications skills; ability to interact effectively with a diverse public
- Demonstrates integrity, discretion, and ethical conduct, including handling confidential information
- Knowledge of library operations, policies, procedures, and resources; understanding of basic supervisory principles
- Ability to remain calm, make sound decisions, and respond effectively under pressure
- Strong attention to detail, situational awareness, and ability to maintain accurate records and documentation
- Works collaboratively and supports a team-oriented, safe, and secure work environment
- Learns quickly, adapts to change, and takes initiative in problem-solving and professional development
- Maintains reliable attendance and completes work accurately and on time
- Basic math skills for practical applications
- Proficiency with technology relevant to the position
- Possession of a valid Kansas driver's license

Essential Leadership competencies that apply to supervisors, managers, and directors:

- Demonstrates sound judgment and problem-solving skills, making informed decisions aligned with library policies, procedures, and strategic goals.
- Leads department operations in alignment with organizational priorities, ensuring efficient use of resources and effective processes.
- Represents library leadership professionally, supporting and communicating organizational decisions, policies, and initiatives.
- Communicates effectively with staff, patrons, and stakeholders; responds to concerns and complaints in a professional and timely manner.
- Models and promotes high standards of customer service and workplace professionalism.
- Trains, and develops staff; provides clear expectations, ongoing feedback, and supports growth.
- Supports a positive work environment by removing barriers, encouraging development, and fostering employee engagement.
- Maintains accurate records, to include operational processes while ensuring confidentiality.
- Enforces library policies and procedures consistently.

Essential duties:

- Patrols library buildings and grounds to maintain safety and prevent theft, vandalism, or disruptive behavior
- Monitors entrances, exits and restricted areas; operates security systems and access controls
- Responds to emergencies, disturbances, and policy violations, using de-escalation techniques as needed
- Assists patrons and staff in emergencies, including illness or accidents
- Coordinates with law enforcement and emergency personnel when necessary
- Conducts safety inspections, identifies hazards, and ensures compliance with safety regulations and policies
- Documents and reports incidents, accidents, and unsafe conditions; maintains accurate logs and records
- Assists in developing emergency procedures and provides safety and security training to staff
- Participate in investigations and recommend improvements to safety and security practices
- Supports library operations during closing procedures and special events
- Maintain general knowledge of library programs and services; assist with room setup as needed

Physical and mental factors needed to perform the essential functions of the job:

- Move items weighing up to 50 pounds.
- Ability to perform frequent lifting, carrying, standing, walking, bending, climbing stairs, twisting, reaching pulling and pushing.
- Remain in a stationary or upright position for extended periods.
- Ability to remain alert for extended periods.
- Move about to access workspace, file cabinets, shelving, office machinery, to access offices, non-public spaces, and public service areas, etc., that are in the scope of the job responsibility.
- Ability to read and interpret written documents and electronic communications.
- Operate standard office equipment including but not limited to computer, tablet, printer, copier, fax, phone, email, or other technology.
- Communicate to express oneself and exchange information.
- Maintain composure when dealing with difficult interactions with people and in difficult situations.
- Detect the physical environment to traverse throughout the building, perceive safety concerns, and respond to emergency situations.
- Learn new tasks, remember processes, maintain focus, complete tasks independently, make timely decisions in the context of a workflow, communicate, and complete tasks in situations that have a speed or productivity quota.

Education desired:

- High school diploma or equivalent.
- Bachelor's degree in security management or related field preferred.

- Certification in first aid, CPR, or occupational safety.

Experience desired:

- Proven experience in safety, security, military experience, or law enforcement.
A combination of education, training, and experience which provides the required knowledge, skills, and abilities to successfully perform the job may be considered.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Duties and responsibilities, as required by business necessity, may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments may be changed at any time as required by business necessity.

A criminal background and reference check is required for all library positions.

Employees who work 1000 hours per year are required to participate in the Kansas Public Employees Retirement program (KPERS).
