

SENIOR SECURITY OFFICER – FULL TIME-(1 POSITION)

Location: Central Library – 80 Hours

Opens: 11/17/2025 Closes: 11/21/2025

JOB SUMMARY

Under the supervision of the Public Service Coordinator ensures safety of staff, users, collections, furnishings and equipment at the Central Library. Work involves planning, overseeing and coordinating the work of a staff of security officers who provide general security for the library to ensure visitors, employees and the general public safety. Proactively and positively enforces Library rules of behavior. Maintains order and pleasant atmosphere in the library.

EXAMPLES OF DUTIES

- Plans, schedules and assigns work to Security Officers engaged in patrolling buildings and grounds to enforce security rules and regulations.
- Reports to Public Service Coordinator and Chief of Security.
- Makes periodic inspection tours of buildings and facilities to detect security and safety hazards; guards against illegal entry, fire and theft; monitors fire and burglary alarms; views video monitors for suspicious activities; reports unusual conditions and safety hazards.
- Patrols library buildings and grounds to enforce visitor regulations and applicable policies, rules and regulations governing security.
- Interviews and make hiring recommendations
- Controls, and regulates parking and traffic in library parking lot; contacts police to issues parking citations.
- Provides general information and assistance to the public; promotes a public image in dealing with public and fellow employees.
- Coordinates security functions with all local law enforcement agencies; works with law enforcement and medical emergency agencies in the performance of daily duties.
- May investigate allegations of accidents; investigates complaints about Security Officers and forwards information to Public Service Coordinator.
- May arm and disarm alarm systems; responds to after hour alarm calls; monitors security alarm systems in buildings.
- Help maintain the security van for maintenance and transportation.
- Trains, schedules and evaluates Security Officers.
- Makes bank runs and deposits for Business Office.
- Accompanies personnel and or transportation of money or other valuables as required.
- Prepares written reports as needed.
- Performs other related duties as required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of loss prevention, theft and search procedures
- Knowledge of Birmingham Public Library rules and City Ordinances pertaining to theft, disturbances, assault and vandalism
- Knowledge of the principles, practices, and procedures used in security work.
- Ability to supervise subordinate personnel.

- Ability to work with a team.
- Ability to establish and maintain working relationships with other employees and the public.
- Ability to enforce rules and regulations courteously and correctly.
- Ability to respond to emergency situations.
- Ability to understand and follow written and oral instructions.
- Ability to communicate both orally and in writing.
- Ability to communicate effectively and courteously with staff members and library patrons

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Employees may be exposed to people who may display hostile or erratic behavior. Work requires frequent physical effort, such as standing, walking through the premises or facility and the physical agility to restrain and/or detain individuals. Physical requirements include the ability to stand for long periods of time; eyesight sufficient to read and understand information from microforms and PC monitors and the manual dexterity necessary for the regular use of PCs; ability to stoop, twist and turn. Ability to lift up to 50 pounds.

MINIMUM QUALIFICATIONS

High school Diploma or General Equivalency Diploma (GED) and three years' experience in security work. Valid driver's license. Present or prior experience as a certified police officer preferred.

BENEFITS

The City of Birmingham offers a competitive compensation and benefits package, including:

- 80 hours biweekly, Grade 18 - Salary range: -\$40,934.40-\$45,136.00 (starting salary is commensurate with education and experience)
- A City-sponsored pension retirement plan. The City of Birmingham provides a Tier 3 "defined benefit" plan where employee retirement payments are computed using a formula that considers several factors, such as length of employment and salary history.
- Excellent medical insurance with employee monthly contribution as low as \$32.50/month
- Dental insurance
- Vision insurance
- Behavioral health plan
- Group Term Life & AD&D Insurance, Voluntary Term Life & AD&D, Whole Life Insurance, and Short-term Disability options
- Paid vacation and sick leave
- Generous holiday schedule

Membership and admission benefits for City attractions such as the Birmingham Zoo, Birmingham Museum of Art, Southern Museum of Flight, and more.

METHOD OF APPOINTMENT

Applicants must contact the Alabama Career Center (<https://joblink.alabama.gov/ada/>) for an application. The application will be forwarded to the Birmingham Public Library Personnel Officer. Library employees need not go through the Alabama Career Center but can submit applications directly to the Library Personnel Office. Qualified applicants may be contacted for an interview. **You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library.** Position available immediately.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Equal Opportunity Employer