Building and Grounds Patrol Officer (#8207)  $23.38--$28.42/hour

The San Francisco Public Library is accepting applications for Temporary Exempt As Needed (TEAN) and PCS Transfers for class 8207 Building and Grounds Patrol Officer—Main/Branches.

POSITION DESCRIPTION: Under general supervision, patrols on foot the Main Library Building and grounds and the branches. The essential functions of this position include protecting the Public Library’s system against damage, theft and trespassing; frequent foot patrols on the Main Library and designated Branch buildings and grounds; maintain a high visibility to staff and library users; seeking out and reporting criminal activities, rules violations and fire safety hazards; making arrests when necessary, using minimum force; making reports in writing or via e-mail; communicating with other Security staff and monitoring all radio traffic on assigned channels; proper wear and use of equipment; familiarity with Library policies, Security Department policies, laws governing security activity and laws frequently violated in or near Library facilities; operating city vehicles according to applicable laws and policies; responding to all emergencies, summoning assistance, administering first aid; responding to all requests for assistance and information in a courteous and professional manner; being aware of ongoing situations with library users who frequently cause problems; familiarity with the basic operation of the Cardkey system, the video monitors, the elevator system; requires long periods of standing and walking while patrolling and performing other job related duties as required.

MINIMUM QUALIFICATIONS:
1. One (1) year verifiable experience as a peace officer, security guard or other position involving the active safeguarding of life and property; AND
2. Possession of a current, valid California Class C Driver’s License.

APPLICATION AND SELECTION PROCESS:
Interested individuals should submit a letter of interest with current salary, resume and three work related references (electronically preferred) to jpeavey@sfpl.org.

Mailing address:
James Peavey
Senior Human Resources Analyst
8207 Building and Grounds Patrol Officer Recruitment, San Francisco Public Library
100 Larkin Street, 2nd Floor
San Francisco, CA 94102
Tel: (415) 557-4585; Fax: (415) 557-4583

This position will remain open until filled. Applications will be screened in relation to the criteria outlined above. All applicants considered for employment are required to provide verification of authorization to work in the United States. (See sfdhr.org/index.aspx?page+20#identification for more information.) All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically 7.5% of compensation. The City and County of San Francisco is a non-discriminating Equal Opportunity Employer.