

Security Guard (5327C) Library, 73855  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247506>

Downloaded On: Nov. 21, 2024 9:29am

Posted Oct. 23, 2024, set to expire Feb. 19, 2025

<b>Job Title</b>	Security Guard (5327C) Library, 73855
<b>Department</b>	Doe-Moffitt Libraries
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Public Safety
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**Job Description**

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**Security Guard (5327C) Library, 73855**

### About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### **Departmental Overview**

The Doe-Moffitt Libraries serve as UC Berkeley's primary libraries for humanities, social sciences, and undergraduate library services. The Library Security Unit plays a crucial role in ensuring the security of the Doe-Moffitt complex and its collections, including the Bancroft Library. It extends its services to the Subject Specialty Libraries across the campus. The position involves safeguarding university property to ensure the safety of individuals and prevent theft, violence, and violations of rules. The position also involves coordination of library security and UCPD as necessary, underscoring the vital role of the security team in maintaining a safe and secure environment.

Security personnel are tasked with a significant responsibility of upholding library and campus policies and California State laws relevant to libraries. Additionally, they provide directional and informational assistance to students, faculty, staff, library users, and visitors from the general public. They also assist with managing crowds and traffic during public events, demonstrating a strong commitment to maintaining a safe and orderly environment.

### **Application Review Date**

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The First Review Date for this job is: 11/4/2024

## Responsibilities

The Library Security Officer is responsible for protecting Library property, employees, and patrons, maintaining order among the public, patrolling and monitoring activities, discouraging misbehavior and criminal activity, ensuring the environment is safe and secure, and writing emails and detailed reports. The officer also understands and conveys policies and procedures for patrons and resolves problems. In addition, the position will assist with training and monitoring the activities of student library employees (SLEs).

Key Responsibilities:

### PATROLLING

- Regularly patrols the Doe Main, Doe Annex, Gardner Main Stacks, and the Moffitt Library buildings to uphold the Library Policy on Conduct, rules of Conduct in Campus Buildings, and California laws.

### SURVEILLANCE

- Monitor security cameras, oversee security access control, monitor radio and transmissions. Additionally, audit security tools to verify their proper functionality.

### DOCUMENTATION

- Keep a detailed log of security-related events, including Daily Activity Reports, Incident Reports, and emailed reports, in chronological order. Manage all work-related emails. Notify UCPD of any illegal, suspicious, or criminal activity.

### INCIDENT RESPONSE

- Respond to incidents, complaints, or emergency situations reported. Take appropriate action, including notifying UCPD and superiors.

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## LEADERSHIP OVERSIGHT

- Proactively oversee all student security monitors during your scheduled shift and actively participate in training library student security employees.

## Required Qualifications

- Strong interpersonal skills are essential for interacting with colleagues, other library staff, regular patrons, and individuals who may be a disruption in the library.
- It is essential to uphold a high level of public service and to take a firm stance against individuals who jeopardize the safety of others and the orderly research environment of the Library.
- Demonstrate efficiency in multitasking, teamwork, and independent work, while exhibiting proactive behavior in completing assigned projects.
- Must have proficient computer skills and experience in the operation and applications related to electronic security systems, particularly the Software House, C-cure 9000 Alarm, CCTV, and dedicated camera platforms.

## EDUCATION

- High School Diploma and/or equivalent experience/training.

## Preferred Qualifications

- Security guard state license (BSIS) and safety training certificate.
- Certification in First Aid, CPR and AED.

## Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for full UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate

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of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is **\$22.00 (Step 5.0) - \$25.79 (Step 13.0)**.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **Other Information**

This position is governed by the terms and conditions in the agreement for the Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/index.html>

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission poster](#).

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For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

N/A

University of California, Berkeley

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