

Security Guard (5327C), Library Administration - 79262  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259187>

Downloaded On: Jul. 16, 2025 7:03am

Posted Jul. 15, 2025, set to expire Oct. 31, 2025

<b>Job Title</b>	Security Guard (5327C), Library Administration - 79262
<b>Department</b>	Doe-Moffitt Libraries
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Public Safety
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**Job Description**

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**Security Guard (5327C), Library Administration - 79262**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## 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.

## Position Summary

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).

## Application Review Date

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The First Review Date for this job is: 07/10/2025.

## 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.

### 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

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- 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.
- High school diploma and/or equivalent experience/training.

### Salary & 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 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 hourly range that the University reasonably expects to pay for this position is \$21.56 (Step 4) - \$25.27 (Step 12).

- This is a non-exempt, biweekly-paid position.

### 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>

- This is not a visa opportunity.

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## 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.

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

## Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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**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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