

Senior Security Guard (5326C), Library Administration -
80224
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260963>

Downloaded On: Aug. 12, 2025 3:56am

Posted Aug. 11, 2025, set to expire Jun. 30, 2026

Job Title Senior Security Guard (5326C), Library
Administration - 80224

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 11, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Public Safety

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Job Description

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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 UC Berkeley Library comprises 20 campus libraries, with a current operating budget of about \$69 million, a collection of more than 14 million volumes, approximately 270 full-time employees and nearly 700 student employees each year. The Library offers extensive collections in all formats and robust services to connect users with those collections and build their related research skills. The UC Berkeley Library actively partners with the other nine UC campuses and the systemwide California Digital Library. The office of the University Librarian oversees central administration for the Library and has many constituencies: UC administrators (campus and Office of the President), faculty, staff, major campus donors and members of the Library Advisory Board, campus and university-wide departments, professional and educational institutions, federal and state agencies, the corporate sector, international scholars and other visitors, and the public-at-large.

Position Summary

The Senior Security Officer plays a key role in ensuring the safety and security of library users, staff, and collections across multiple library locations, including the Bancroft, Doe, Moffitt, and Main Stacks libraries. This position is responsible for controlling access to facilities, monitoring and troubleshooting security systems, checking IDs, responding to emergencies, and assisting patrons with directional and informational needs.

The Senior Security Officer directly oversees the hiring and training of student security staff assigned to the Bancroft Library and provides support for the hiring and training of security personnel throughout the broader department. This role also provides essential backup to the Security Supervisor and Facilities Manager and contributes to maintaining a secure and welcoming environment across all assigned library locations.

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Application Review Date

The First Review Date for this job is: 08/20/2025.

Responsibilities

Training

- Recruit, train, and supervise student employees, delivering continuous guidance on security protocols, customer service excellence, and emergency response procedures.
- Conduct regular student performance evaluations and provide constructive feedback to maintain and elevate service quality.

Patrolling

- Conduct routine patrols of the Doe-Moffitt complex to safeguard university property, proactively identify and assess potential security risks, and implement appropriate mitigation strategies. Respond promptly and effectively to incidents- including theft, violence, or policy violations-and ensure accurate documentation and timely reporting of all events.

Access Control

- Oversee and regulate entry to the library complex, including Doe, Bancroft, Main Stacks, and Moffitt Libraries, with primary responsibility for the Bancroft Library.
- Duties include verifying patron and staff identities, enforcing access policies, and actively monitoring the security control system to maintain a safe and secure environment for all occupants.

Documentation

- Maintain and update all security-related documentation, including incident reports, security logs, daily activity reports, and emergency procedures, to ensure full compliance with library and university standards.
- Regularly review existing security protocols and recommend enhancements to address evolving needs and improve overall safety.

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Emergency Response

- Provide prompt and effective support during emergency situations by coordinating closely with campus emergency services.
- Additionally, organize and lead safety drills for staff and student employees to ensure preparedness and compliance with safety protocols.

Required Qualifications

- Strong interpersonal skills are essential for effectively interacting with colleagues, library staff, regular patrons, and individuals who may cause disruptions.
- The ability to maintain professionalism and address behaviors that threaten safety and order is critical.
- Upholding a high level of public service while taking a firm stance against those jeopardizing the safety and research environment of the library is a key responsibility.
- Demonstrates efficiency in multitasking, teamwork, and independent work, while exhibiting proactive behavior in completing assigned projects.
- Proficient in computer systems and experienced in operating electronic security platforms, including Software House, C-Cure 9000 Alarm, CCTV, and dedicated camera systems.
- Capable of hiring, training, and supervising student employees effectively, including conducting performance evaluations and providing constructive feedback to maintain high service standards.
- High school diploma and/or equivalent experience/training.

Preferred Qualifications

- Security Guard Card License (BSIS).
- Certification in First Aid, CPR and AED.

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

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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 \$26.95 (Step 9) - \$30.95 (Step 16).

- 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.

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

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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.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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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