



## PARK RIDGE PUBLIC LIBRARY

### JOB DESCRIPTION

Recognizing that formal job titles and job descriptions cannot define every employment situation nor be comprehensive in every case, and having the intent to provide the employee with the opportunity to expand his/her work experience while reserving flexibility to the Library to adapt to future needs, and with the aim that this document not be interpreted as restrictive in any way, the following job description is effective as of February 21, 2012.

The Park Ridge Public Library is an Equal Opportunity Employer and will make reasonable accommodations to disabled persons in performing his/her job responsibilities.

This description updates and supersedes all previous job descriptions of this position.

Department MAINTENANCE

Job Title Monitor

Job Title of Supervisor Maintenance Manager

#### Qualifications:

Education: High School diploma or equivalent.

Experience: Maintenance or security experience preferred.

Civil Service: Applicants for regular full-time positions must pass Civil Service Examination. Part-time positions are exempt.

Fair Labor Standards Act: Full-time positions are not exempt. Part-time positions are exempt.

#### Essential Functions:

1. Interacts positively with people of all ages and temperaments.
2. Monitors patron activities by making regular rounds of Library to maintain and insure an atmosphere conducive to quiet study in the Library and to prevent damage to Library building, grounds, furniture or materials.
3. Assists in closing the Library, locking doors and remaining until all patrons have left the building.
4. Prior to opening on weekends, performs opening procedures. After closing makes thorough rounds of the Library to insure everything is functional and no damage is evident that all patrons have left the building and that there are no building problems.
5. Regularly brings book bin from the drive-by book drop into the Circulation Department.
6. In winter, shovels minor accumulations of snow from walkways leading to building and spreads salt or sand as needed.
7. Handles minor cleaning or building problems as needed; picks up litter and debris in library building and in plaza in front of building as needed.
8. Assists with program set ups and ensures safety recommendations established by police and fire mandates are met.
9. Reports all identified safety and maintenance related discrepancies to the Facility Manager.

#### Additional Responsibilities:

1. Will assist Person In Charge with patron complaints, emergencies and unruly patrons.
2. Other duties as assigned by the supervisor, or necessary and proper to accomplish the foregoing.

Knowledge, Skills, and Abilities:

1. Ability to handle problems diplomatically yet assertively.
2. Ability to handle minor cleaning or building problems.
3. Ability to lift, push, pull and carry heavy objects.
4. Ability to work effectively with people of all ages.
5. Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner.
6. Ability to communicate effectively orally and in writing.
7. Ability to read and understand computer printouts and other printed and handwritten information on computer monitors.
8. Ability to handle emergency situations in a calm, capable manner.
9. Ability to work effectively with other staff in the Department and throughout the Library.
10. Ability to work efficiently and calmly during busy periods and with frequent interruptions.
11. Ability to work in a supportive manner with management.

The Library reserves the right to modify this and every job description in whole or in part at any time.