



NOTICE OF PT POSITIONS

DEPT: SECURITY

JOB TITLE: PART-TIME GUARD

JOB NOTICE NUMBER: SEC0326-II(Public)

DATE POSTED: 04/01/26

CLOSING DATE: 04/15/26

APPROXIMATE START DATE: 04/22/26

RESPONSIBILITIES:

- Patrol the library buildings and grounds for safety checks
- Maintain order during large assemblies or public programs
- Handle behavior disturbances in the library with tact and professionalism
- File incident reports using online system
- Report disturbances or suspicious circumstances to administration/managers
- Lock building nightly, do closing security checks; open branches in a.m. at times
- Other duties as assigned

QUALIFICATIONS:

- ✓ Must have current NYS Security Guard license
- ✓ Must be able to travel between branches
- ✓ Must be able to perform physical labor including walking and standing for long periods
- ✓ Ability to work well with others, including the public
- ✓ Dependable and punctual
- ✓ Preference given to residents of the William Floyd School District
- ✓ Applicant must have HS diploma or GED

We are seeking multiple candidates who can work between 10-25 hours per week; varied shifts: Fridays availability required, as well as mornings, afternoons, and weekend rotation. Time and a half Sundays. Flexibility in scheduling is a plus.

Starting Salary: \$21.50/hour

Applications must be emailed to employment@communitylibrary.org

Only candidates being considered will be contacted.

The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability on employment or the provision of services.