

11/2/2019

Job Title: Person in Charge of the Library (PICL)**Description Type:** New Revised**Department:** Various, as designated**Position Summary:**

Act as the building person in charge on a rotating basis, including evening weeknights, Friday afternoons, Saturdays and Sundays.

Essential Job Duties and Responsibilities

- Perform closing procedures at the end of the day
 - Turn off the lights
 - Lock the door
 - Lock up petty cash bags
- Perform opening procedures at the beginning of the day
 - Turn on the lights
 - Give out petty cash bags
- Communicate with Director and Department Managers about incidents and concerns
- Contact IT staff if there is a building wide outage of phones or internet.
- Follow library procedures in case of emergencies affecting staff or patrons
 - In case of unattended children, attempt to locate the parent(s), initiate building lockdown and contact police if necessary.
 - In case of an accident or severe illness on the part of a patron or staff member, call an ambulance and work with the responders to get the information they need to help the person.
 - In case of a fire alarm, clear the building and grab an evacuation bag. Work with first responders to make sure all staff and patrons are accounted for.
 - If the building needs to be locked down for any reason, call the police and determine when the lockdown can end.
 - Complete an Accident/Illness or Security Incident report to give to the Director when necessary.
- Follow library procedures in case of weather emergencies
 - In case of a tornado warning siren, bring patrons down to Eide room and decide when to call the all clear.
 - In case of heavy snowfall, contact the Library Director and/or Board President to see about remaining open. Make sure sidewalks outside are shoveled and clear.
- Handle Building Emergencies
 - Try to determine the source of leaking water and turn it off if possible. Call maintenance as soon as possible and field their directions.
 - In case of power outage, clear the building and have staff remain while there is enough light for safety. Communicate with the Library Director and/or Board President if the power is anticipated to remain off more than an hour.
 - Be aware of location of emergency contact numbers and key building system components

- Enforce patron behavior expectations
 - If a patron is viewing inappropriate material on the computers, please accompany the staff member to inform the patron that they are not to view such material in the library.
 - If a patron's behavior is such that they are to be asked to leave the building, accompany the staff member to inform them, and then make sure they do leave.
 - If a crime has been committed, work with police to get information about what happened and who was affected and responsible.
- Listen to patron concerns when a supervisor is requested

Qualifications:

- Full time employment at the library
- Confidence and willingness to take charge in a situation
- Tact and empathy
- Complete yearly staff training for Building Person in Charge

Working Conditions/Physical Requirements:

Ability to:

- Work in a typical office environment
- Stand, sit, walk, bend, stoop and climb intermittently
- Talk and hear
- See close, far and have the ability to adjust focus
- Finger, handle and feel equipment and objects
- Reach with hands and arms
- Occasionally lift 25 pounds and push/pull 150 pound carts