

JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Safety and Security Manager

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Manager

GENERAL SUMMARY:

Under the general supervision of the General Services Director, the Safety and Security Manager develops and manages programs to ensure employee, patron, and contractor safety; ensures compliance with safety, health, and environmental regulations, policies, and procedures; serves as direct point of contact for district-wide safety and security issues; manages the security guard services contract; and manages the Library District's security camera system. The manager is also responsible for fostering positive relationships within the organization and community and assisting with the oversight of District projects, programs, and committees. Fosters and maintains a diverse, equitable, inclusive and accessible work environment. May require travel between District Branches.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Manages Safety and Security programs and practices to ensure employee, patron, and contractor safety; ensures compliance with safety, health, and environmental regulations, policies, and procedures:
 - a. Ensures District safety policies, procedures, and practices follow applicable OSHA, local, state, and federal laws and regulations.
 - b. Develops, implements, and maintains OSHA, local, state, federal, and other safety-related programs, plans, procedures, and associated documents.
 - c. Identifies, develops, delivers, or contracts with outside firms to create and deliver, as required, safety training on OSHA-mandated programs and other safety-related topics and maintain training records. Coordinates scheduling of training and recordkeeping with the Human Resources.
 - d. Monitors staff compliance with safety programs, plans, documents, and training and reports non-compliance.
 - e. Coordinates with and ensures outside contractors and vendors comply with applicable OSHA, local, state, and federal laws and regulations while performing work on District property.
 - f. Serves as the District's Safety Officer and Chair of the Safety Committee and performs associated responsibilities.
 - g. Conducts scheduled and unscheduled safety inspections of buildings and grounds to identify and document hazards and make recommendations for corrective action; removes immediate hazards as required.

- h. Conducts on-site investigations of safety-related injuries or incidents and general liability claims. Makes recommendations for corrective action if required and removes immediate hazards as required. Prepares written documentation of all activities related to the investigation.
 - i. Completes OSHA form Log of Work-Related Injuries and Illnesses and posts OSHA form 300 A Summary of Work-related Injuries and Illnesses annually as required by law.
 - j. Ensures periodic Branch evacuation drills are scheduled and conducted. Assists Branch Managers and Safety Committee Members with establishing evacuation procedures and with staff training.
 - k. Coordinates scheduling of periodic testing and repairs of building life safety systems that include, but are not limited to, fire alarm systems, fire sprinkler systems, fire doors, and emergency lighting systems, and ensures completion of work.
 - l. Maintains, as part of the Hazard Communication Program, the master hazardous chemicals list, and MSDS e-service. Periodically inspects facilities for unauthorized hazardous chemicals and removes as required.
2. Manages the security guard services contract and ensures contract compliance:
- a. Serves as liaison with the contractor.
 - b. Coordinates security guard services with Branch Managers and District Department Directors.
 - c. Assists with the establishment of security guard post orders. Reviews and makes recommendations for changes as required.
 - d. Monitors compliance with and effectiveness of the security guard touring system.
 - e. Schedules additional guard services as required.
 - f. Makes periodic site visits to Branches to observe security guard performance and discuss service issues with Branch Managers and Security Contract Account Manager.
3. Manages the District's security camera system.
- a. Develops and implements security camera procedures/guidelines for staff and ensures compliance.
 - b. Coordinates and oversees camera installation and maintenance with vendors; manage project timelines and ensure they are within budget.
 - c. Reviews and archives video for law enforcement and staff in support of documenting incidents of injury, criminal activity, or violation of the Library Rules of Conduct.
 - d. Maintains confidentiality of sensitive and confidential information.

- e. Conducts routine checks of district security cameras to ensure they are operational. Documents issues and schedules vendors for repairs as needed.
4. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Public Service Ethics
- OSHA, Local, State, and Federal Laws
- Safety & Security Management
- Safety & Security Training
- Microsoft Office (Excel, Word, PowerPoint)

KNOWLEDGE, SKILLS, AND ABILITIES:

• **EDUCATION:**

Required: Bachelor's Degree in Occupational Safety and Health, or related field.

Preferred: NA

• **EXPERIENCE:**

Required: Five (5) progressive experience in safety and security role with at least two (2) of those years in a supervisory/program lead role.

Preferred: NA

• **LICENSE AND CERTIFICATION:**

Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Preferred: Completion of OSHA 501 or 503 Authorized OSHA Outreach Trainer for General Industry. Certified CPR instructor through the American Red Cross or American Heart Association.

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds); occasional moderate lifting (11 - 20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods. Tasks require visual perception, audio perception, and oral communication ability.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of current trends and developments in safety and security.
- Ability to motivate and supervise staff.
- Ability to handle stressful situations with professional composure.
- Ability to process and handle confidential information with discretion.
- Ability to communicate effectively in both oral and written form.
- Ability to implement change initiatives related to administrative processes and technologies.
- Ability to develop, implement and conduct training programs.

DEVELOPED: April 21, 2008

REVISED: April 6, 2016
March 14, 2018
September 25, 2023