

**Multnomah County Library  
Safety and Security Intern  
ODE College to County Mentorship Program**

**SEASONAL TEMPORARY POSITION:** June through September

**SALARY:** \$15.91 hr. (20-40 hours per week, Monday-Friday)

**LOCATION:** Library Administration

919 NE 19<sup>th</sup>, Suite 250, Portland, OR, 97232

The Library is seeking qualified candidates for a temporary position in the Library Director's Office, working with the Library Safety and Security Manager to research public library security and safety policies, rules and practices. The preference is for a student studying criminal justice or a related field.

**Job Task Description:**

- Work with Library Safety and Security Manager to determine scope and key measures for research project.
- Contact public libraries in other jurisdictions to research policies, rules and best practices.
- Work with the Library Safety and Security Manager to create a project plan for the implementation of safety and security processes in the library.
- As part of this experience, the intern will gain experience in aspects of library safety and security and library operations.

**The Ideal Candidate will:**

- Have the ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Communicate, understand, and follow written and oral instructions; ask questions if unclear.
- Be flexible, cooperative, and able to adapt and thrive in a changing environment.
- Be comfortable contacting other agencies without introduction to inquire into their practices.

**Knowledge/Skills/Abilities Required:**

- Data research and analysis: compiling information, analyzing strengths and weaknesses of research findings.
- Critical thinking: using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Technology: ability to use common office applications including word processing and spreadsheets (such as Microsoft Word and Excel, Google Docs and Sheets)
- Writing: communicating effectively in writing as appropriate for the needs of the audience.
- Time management: ability to prioritize and meet deadlines
- Social perceptiveness: Being aware of others' reactions and understanding why they react as they do.

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

**Application Instructions:**

Please fill out and submit an application for this position through the form also located at this website. Application deadline is March 20, 2016.