

The Smithtown Library

NOTICE OF AVAILABLE POSITION

Date Posted: November 19, 2025

Position: **Guard – Part-Time (not to exceed 25 hours per week)**
12 positions to cover all four Library building locations
will include evenings, Saturdays and Sundays, and periodic shifts between all buildings.

Duties: Under the supervision of the Library Director, Assistant Directors and/or Building Heads, performs duties to include: stands watch and/or patrols Library grounds, buildings, materials and equipment against fire, trespass, theft and other hazards and unusual occurrences. Makes security checks of gates, windows, doors and lights. Reports disturbances, unusual or suspicious circumstances to the proper Library staff members. May direct parking and guide visitors to locations. May submit reports or log data concerning daily activities. Work is performed independently according to established procedures and policies of the Library. Does related work as required.

Requirements: Possession of a valid New York State driver's license and New York State Security Guard License are required throughout employment. CPR and AED training will be provided if needed and must be maintained throughout employment.

Salary: The hourly rate is based upon the New York Wage Rate for Unarmed Security Guards in Suffolk County, as published and updated by the New York State Department of Labor. The current hourly rate is set at \$22.62.

Contact: If interested in applying for this position, please email your résumé with cover letter, proof of a valid NY State Driver's License and New York State Security Guard License along with the provided availability chart to smithjob@smithlib.org within seven business days from the date of this posting.

Please type GUARD PT and your last name in the subject line of the email.

THE DECISION OF THE LIBRARY DIRECTOR, SUBJECT TO APPROVAL OF THE LIBRARY BOARD OF TRUSTEES, WILL BE FINAL.

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Applicant Shift Availability Chart

Please denote which shifts you are available to work on a consistent basis.

Applicant Name _____ Date _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:30am-2:30pm						X	X
2pm-6pm						X	X
5pm-9pm						X	X
9am-1pm	X	X	X	X	X		X
1pm-5pm	X	X	X	X	X		

Remarks: