

Job Description: Security Officer

Objective: The primary responsibility of all Security Officers is the safety and well-being of all visitors and employees of the Center, the protection and preservation of all objects and artifacts within the Center against fire, burglary, vandalism, or any other hazard.

The role of the Security Officer is one of an administrative, operation, and technical position, which assists the Security Manager in the overall direction of activities of the Security Department. The Security Officers are responsible for the performance of the Gallery Guards assigned to their duty shift and, as such, perform as shift supervisor.

The Security Officer is responsible for the enforcement of museum rules and regulations.

Level of Responsibility:

- Reports to: Security Manager
- Supervisory duties: Gallery Guards

Job Duties:

- Plan, organize, and direct the activities of Gallery Guards in a manner consistent with established Center and Security Department policy and procedure.
- Provide supervision, guidance, and training to Gallery Guards. Review manpower deployment to ensure an efficient and effective utilization of manpower. Provide direct guidance on gallery matters as necessary.
- Patrol all areas of the Center. Make periodic supervisory checks of Gallery Guards.
- Respond to all calls for service within the Center that are within the scope of employment.
- Maintains radio contact with all Gallery Guards and base stations.
- Monitor all building functions and conditions, and report all unusual situations or conditions to the appropriate department.
- Investigate all incidents and accidents.
- Generate and file all appropriate reports and forms used by the Security Department and/or the Center within the scope of their responsibility.
- Maintains a positive working relationship with the public and staff, remaining courteous under difficult conditions.
- Perform additional duties, incidental or implied, consistent with the employee's background and training or which may be reasonably delegated as being in the best interest of the Center.

Standards of Performance:

- Carry out the functions outlined above in an efficient and timely fashion.
- Adhere to Center-wide policies and procedures, and collections policies and procedures.

Qualifications:

- Minimum of two years security or related experience.
- High school diploma or equivalent required.
- Must work flexible hours, night shifts, and weekends. Must be comfortable working alone.
- Must have the ability to deal tactfully with the public and Center staff.

Classification: The position of Security Officer is a non-exempt classification and is eligible for overtime. Evening and weekend work may be required. Occasionally overtime work may be required.