

Job Description: Security Officer

Date: Spring 2025
Title: Security Officer
Department: Operations
Position Reports To: Security Supervisor
Status: Non-exempt / Full-Time

Summary: The Security Officer protects employees, visitors, and property from criminal activity.

Job Duties:

- Performs as Supervisory Security Officer in the absence of the Security Manager and is responsible for the performance of all gallery guards, and front and back door security officers assigned to their shifts.
- Enforces the Center's security rules, regulations, policies, and procedures.
- Protects artifacts and art.
- Works with the public and represents the Center in a friendly and professional manner.
- Maintains radio communications with all security and maintenance personnel.
- Makes periodic radio checks with Security Officer while they are on rounds to check on their well-being.
- Maintains and relays maintenance department radio communications directed to the Security Base.
- May be called upon to handle incoming Center of the West telephone calls in the absence of the receptionist.
- Oversees all incoming and outgoing packages and freight. Maintains a written log of all such packages.
- Conducts security checks of all bags, briefcases, or containers entering or leaving the museum.
- Monitors all intrusion and fire alarms and advises appropriate personnel of alarm situations. Sends building-wide alerts as directed through Center's emergency notification system (ALERTUS).
- Assists the Security Manager with key control, annual SDS maintenance, and annual Security Manual review.
- Responsible for announcing all emergency information and directions over the Center of the West public address system.
- Responsible for software system operations to include, but not limited to: lighting schedules, system alerts and alarms, Guard tours, access control, and security camera systems.
- Responsible for recording short term, long term, and recurring loans.

Competencies:

- Calm in stressful situations.
- Good problem solver.
- Excellent customer service and telephone skills.
- Acknowledge alarms.

Supervisory Responsibilities:

- Gallery Guards.

Required Education and Experience:

- High school diploma.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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Position Analysis/Specifications

| | <i>N/A</i> | <i>OCCASIONAL</i> | <i>FREQUENT</i> | <i>CONSTANT</i> |
|--------------------|------------|-------------------|-----------------|-----------------|
| Sitting | | | | X |
| Standing | | | X | |
| Walking | | X | | |
| Bending Over | | X | | |
| Crawling | X | | | |
| Reaching | | X | | |
| Crouching | X | | | |
| Kneeling | X | | | |
| Balancing | X | | | |
| Pushing/Pulling | | | X | |
| Lifting/Carrying | | | | |
| 10 lbs or less | | | X | |
| 11 lbs to 25 lbs | | | X | |
| 26 lbs to 50 lbs | | X | | |
| 51 lbs to 70 lbs | X | | | |
| Manual Dexterity | | | X | |
| Fine Motor Skills | | | X | |
| Gross Motor Skills | | | X | |
| Eye/Hand Coord. | | | | X |
| Near Vision | | | X | |
| Far Vision | | X | | |
| Color Recognition | | | | X |
| Hearing | | | | X |

Environmental Factors

| | <i>YES</i> | <i>NO</i> | <i>Limited</i> |
|--|------------|-----------|----------------|
| Working Outside | | X | |
| Working Inside | X | | |
| Working Alone | X | | |
| Working Closely with Others | X | | |
| Excessive Cold/Heat | | X | |
| Excessive Humidity/Dampness | | X | |
| Noise/Vibrations | | | X |
| Working with Chemicals/Detergents/Cleaners | | | X |
| Working Around Fumes/Smoke/Gas | | X | |
| Walking on Uneven Surfaces | X | | |
| Motorized Equipment or Vehicles | | | X |
| Working with Machinery/Motorized Equip. | | X | |
| Climbing on Scaffolds or Ladders | | X | |