

## **SECURITY SUPERVISOR**

### **Basic Function and Responsibility:**

The Security Supervisor will lead a team of safety/security officers and manage physical security operations for the Museum. The Security Supervisor will be responsible for identifying, assessing, and implementing physical security functions that are designed to safeguard people, property, and resources. The Security Supervisor will also fulfill all the services of a Security Officer. In the absence of the Security Manager, the Security Supervisor will satisfy all the purposes of the Security Manager. The position reports to the Security Manager and EVP of Operations.

### **Job Description:**

The position requires a thorough knowledge of the principles of protecting materials, buildings, information, and people against harm, loss or damage and in particular a detailed understanding of the security policies, regulations and procedures as they apply to the Museum. To perform this job successfully, the Security Supervisor must complete a ninety-day orientation/training period designed to enable the Security Supervisor to respond to the public with accurate general information about the exhibits and the Museum, to learn about security and safety procedures and learn the Museum's total security program. Must be able to maintain security records and write reports on work performed and accidents or incidents which may occur. Must be motivated and possess the ability to work well with others. Schedule for all Security staff, including extra security staff needed for events and scheduling of off-duty police or contract Security. Must possess attention to detail, ability to handle multiple tasks and use effective judgment, knowledge, and resourcefulness to successfully resolve complex situations.

### **Skills and Qualifications**

Develop operational knowledge of, manage and maintain the Museum's Emergency Preparedness Plan and all safety and security systems including fire and smoke alarm, door access and CCTV

Conduct opening and closing checks by established security procedures

Resolve and take corrective action on all incidents that have a bearing on the security, safety, and protection of the Museum and its content; completing and submitting written reports to the Security Manager and Senior Staff.

Perform extra security duties for scheduled private events, Museum events and extended hour Omni movies.

Perform other related duties as required or assigned.

Fluent in the use of a personal computer, computer software, Microsoft Word, Excel, and Outlook.

Ability to interact effectively at various social levels and across diverse cultures.

#### Education/Experience

The job requires at least 3-5 years of experience as a Security Officer/Guard, Loss Prevention Specialist, Military or Civilian Police; or equivalent combination of training and related experience.

#### Physical Demands

The physical demands described here are representative of those that must be met to successfully, perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit, and use hands to handle or feel objects and components. The employee is occasionally required to reach with hands and arms and climb or balance. The employee must lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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