

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Security Supervisor
Department:	Security
Supervisor:	Director, Security
Employment Status:	Full-Time
FLSA Status:	Non-Exempt
Work Hours:	7:45am-4:45pm, occasional nights, weekends and Holidays 24 hour emergency recall availability
Issue/Reissue Date	February 8, 2019

Job Summary:

The Security Supervisor is responsible for providing protection and communication with museum visitors and employees. This position is also responsible for safeguarding museum premises, maintaining security, detecting, responding and reporting all emergencies.

Minimum Qualifications:

- 3 years of experience in security with at least 1 year in a supervisory capacity.
- High school diploma or equivalent.
- Valid driver's license.
- Must be able to work weekends and additional day and night hours.
- Knowledge of supervisory principles and practices.
- Ability to prepare detailed and accurate incident reports.
- Excellent interpersonal skills, including verbal and written communication, customer service and public relations.
- Exercise tact, patience and discretion in dealing with people of varying backgrounds and temperament.
- Ability to deal with stressful situations in a calm and effective manner.
- Ability to interact well with Police, Fire and EMS personnel.
- Basic knowledge of PC based computers and software such as MS Word and Excel.

Desired Qualifications:

- CPR/First aid/AED certified.
- Ability to operate security equipment such as PC based CCTV, Intruder and Fire systems.
- Ability to pass handcuffing, pepper spray and defensive tactics courses.

Essential Duties:

- Open the Museum at the beginning of the work day and closes it at the end of the day.
- Manages daily work schedule for assignment of officers to security posts and duties, sets priorities, and directs the daily activities of subordinate employees.
- Issues verbal and written instructions to security officers as needed.
- Conducts inspections of security posts to ensure officers are performing assigned duties.
- Inspects equipment, uniforms and general appearance of officers and makes corrections as needed.
- Ensures officer compliance with departmental rules, regulations, policies and procedures, and recommends disciplinary action as needed.
- Oversees the maintenance of all post equipment and assures continued proper use and operation of this equipment.
- Responds to requests for assistance from staff, visitors and security personnel.
- Responds to and conducts preliminary investigation of all incidents involving criminal/suspicious activities, fire/medical emergencies, natural/man-made disasters vandalism, hazardous conditions and other incidents.
- Performs the duties of a security officer during staffing shortages. In the absence of the Director and Assistant Director of Security, directs the activities of the department.

- Assists with the On-the-Job Training of officers as required.
- Operates and monitors various alarm, radio and CCTV monitoring equipment and systems.
- Performs other duties as assigned.

Traits and characteristics:

Must be bright, diplomatic, analytical, of the highest integrity, and possess sound judgement and a sense of humor and humility.

Working Conditions and Atmosphere:

Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, inclement weather and loud noises. Work involves moderate to heavy physical activity including the lifting or carrying of up to 50 lbs. occasionally. Performs tasks involving lifting, pulling, carrying, bending climbing. Work environment involves exposure to people who are verbally abusive, hostile, violent or conducting illegal activities. Work entails walking, sitting and/or standing for long periods of time.

_____	_____
Human Resources	Date
_____	_____
Employee Signature	Date
_____	_____
Employee Print Name	Date

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

The Honolulu Museum of Art maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals without regard to race, color, ancestry, religion, sex, including gender identity and expression, national origin, age, disability, sexual orientation, marital status, arrest and court record, citizenship, credit history, military service, victim of domestic or sexual abuse status, genetic information, or any other characteristic protected by applicable federal, state or local law. This applies to both Honolulu Museum of Art employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.