



## POSITION ANNOUNCEMENT

### SECURITY AND PUBLIC SAFETY OFFICER – PART-TIME

#### POSITION SUMMARY:

The Security & Public Safety Officer is responsible for ensuring the safety and security of the visitors, staff, facilities, and collections at the Witte Museum and its related sites. The officer assists in asset protection, loss prevention, emergency response and creating a positive visitor experience. The Security & Public Safety officer implements policies and procedures designed to protect the human and physical assets of the Witte Museum.

#### KEY DUTIES AND RESPONSIBILITIES:

- Minimizes loss from accidental, catastrophic and criminal events
- Implements safety and health programs to maintain a safe, healthy environment for visitors and employees
- Interacts positively with museum visitors and groups to ensure safety, comfort, and enjoyable experiences
- Monitors building security and fire systems; investigates abnormalities; and reports results to the Director of Security & Public Safety.
- Implements emergency communication network and provides emergency assistance as needed
- Patrols museum facilities and grounds to ensure the safety and security of visitors, staff, facilities, and collections
- Ensures staff, visitors, contractors, and vendors follow Witte Museum and Security & Public Safety policies and procedures
- Prepares detailed daily logs, checklists, and incident reports for the Director of Security & Public Safety
- Assists with special events as assigned by the Director of security & Public Safety
- May monitor security and fire systems, access control and CCTV
- Performs duties as assigned by the Director of Security & Public Safety and Vice President of Visitor Experience

#### EDUCATION:

- High School Diploma or GED required

#### EXPERIENCE AND SKILLS:

- Must be certified in CPR and First Aid within the first 6 months of employment
- Must have experience and training in public safety, loss prevention, CCTV and access control systems
- Must be familiar with Microsoft Office software (Word, Excel and Outlook)
- Must be self-motivated, detail oriented, possess excellent people skills and be visitor driven
- Must have good communication skills
- Must be able to work independently and as a team member
- Military experience a plus

#### PHYSICAL REQUIREMENTS:

- Must be in good physical condition
- Able to move and lift up to 30lbs.
- Must be able to bend, stoop, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including weekends, holidays and overnights

The Witte Museum is an equal opportunity employer.

Closing date: when filled

Resumes may be emailed to: [humanresources@wittemuseum.org](mailto:humanresources@wittemuseum.org)