

**Rochester Museum & Science Center
JOB DESCRIPTION**

Job Title: Supervisor, Security
Department: Facilities
Direct Supervisor/Manager's Title: Manager, Facilities
FLSA Status: Non-Exempt
Full-time/Part-time: Full time
Date Prepared/Revised: 11/13/09

I. JOB SUMMARY

Responsible for the overall safety and security of RMSC's staff, partners, visitors and 13-acre campus, museum support facility and any other museum owned/leased properties. Responsible / accountable to lead, supervise and counsel security staff. Prepare and maintain security work schedules and time card documentation. Prepare and present safety and security related training programs to security and RMSC staff. Conduct NYS annual In Service Training; prepare and submit all related documentation in a timely manner to appropriate NYS agencies . Ability to work flexible hours including holidays, weekends and overtime as needed. Perform routine Security duties, such as, but not limited to ; vehicle patrol, foot patrols, opening / closing of campus buildings, traffic and crowd control, investigation of minor incidents and report writing.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

II. DUTIES (and percentage of time spent)

Describe duties, responsibilities, essential functions:	%
Patrol of campus grounds and buildings	30%
Traffic control	20%
Report writing, attend meetings and perform other administrative duties; create and maintain Security work schedule. Submit weekly accomplishments to Facilities Manager.	30%
Opening and closing of all campus buildings	5%
Respond to investigations, emergencies, incidences; provide training	5%
Assist with employee terminations	5%
Functions as liaison to law enforcement	5%

III. JOB DIMENSIONS

Employee is responsible for the safety and security of the RMSC 13-acre campus which includes but not limited to museum support facility, staff, partners and its visitors.

IV. SUPERVISORY RESPONSIBILITIES

Oversees security staff and is responsible for conducting performance reviews and recommending salary adjustments, promotions, discipline, etc. Is responsible to interview and hire potential candidates. Administer safety training to staff members. Arranges for safety training of staff at hiring and for all staff annually. Schedules and coordinates evacuation drills (e.g., fire drills). Maintain all first aid kits. Possess the ability to perform and monitor the interior and exterior premises for potential safety hazards. May occasionally direct or instruct RMSC personnel. Monitors employees' attendance and approves excused absences, verifies and approves payroll electronically.

V. FUNCTIONAL REQUIREMENTS

Technology, Equipment, Tools:

Ability to use Microsoft Office products (Excel and Power Point) and company email.
 Ability to use business machines such as personal computer, printer, calculator, copy machine, facsimile, and phone.
 Must be familiar with digital security surveillance equipment.
 Ability to operate two-way radio and perform minor troubleshooting of same.
 Must possess a valid NYS driver's license.
 Must have a satisfactory driving record.

Mental Activity:

Language Skills:

Ability to read, interpret and produce documents such as emergency preparedness plans, correspondence and memos. Ability to write instructional memos, clear and concise security reports and comprehensive emails. Ability to effectively present information in one-on-one and small group situations including preparing/presenting safety and security related training programs to security and RMSC staff.

Ability to conduct annual 8-hour NYS Security Officer In Service Training.

Mathematical Skills:

Ability to count, add, subtract, multiply and divide using whole numbers.

Reasoning Ability:

Ability to understand and carry out detailed written or oral instructions.

Ability to deal with problems involving a few concrete variables in standardized situations.

Possess good reasoning ability, be able to respond to, assess, and take appropriate action during emergency situations.

Possess excellent people skills.

Physical Activity:

While performing the duties of this job, the employee is regularly required to walk; stand; bend; climb; run; ascend/descend stairs without difficulty, to use hands to handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; and crouch.

Specific vision abilities include close vision and ability to adjust focus.

Must be able to occasionally lift and / or move up to 25 pounds.

Ability to drive a golf cart.

Work Environment:

While performing the duties of this job, the employee works in outdoor conditions.

VI. QUALIFICATIONS

Education/Experience Requirements:

High school diploma or equivalent.

Must possess minimum six years law enforcement experience, or minimum four years

Associates Degree in Criminal Justice preferred.

Military Police / Security supervisory experience.

Skills/Competencies Requirements:

Must possess a valid NYS Security Officer Registration card and valid NYS Security training instructor certification.

Must have good working knowledge of privacy and confidentiality laws as it applies to security reports.

Must have good working knowledge of the NYS Penal Law and NYS Traffic Laws.

Must possess current Certification in First Aid, Adult and Child CPR and AED (automated external defibrillator).

Must possess excellent diplomatic and public relations skills.

VII. APPROVALS

Department Manager/Director

Date: _____

Department Vice President

Date: _____

Human Resources

Date: _____

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.