



AMERICA'S CAR MUSEUM®

Now Seeking Candidates For The Following:

SECURITY OFFICER

REFERENCE JOB#: W850

OPEN: 01/05/13

CLOSES: When Filled

EFFECTIVE DATE: January 05, 2013

DEPARTMENT: Security

STARTING RANGE: \$12.00/hr to 13.61/hr DOE

DRIVING CLASS: Preferred

FTE STATUS: 0.5 (Part - Time)

REPORTS TO: Security Supervisor

SUPERVISES: No Direct Reports

America's Car Museum is an Equal Opportunity Employer

GENERAL SUMMARY:

The Security Officer implements best practices in security management to ensure safety and security of all people and property throughout the museum facilities. Duties include: Visually monitoring activities throughout the facilities; Conducting regular foot patrols; Monitoring CCTV and alarm systems; Assisting all departments with security needs; Communicating and enforcing Museum regulations and procedures; Answering question and providing directions for guests; Responding to emergencies; Investigating reports of suspicious activity; Assisting with crowd control; Monitoring doors and building access; Assisting with parking lot access, traffic control, and enforcement; Administering first aid and CPR; Completing incident reports, logging, and reporting; and, Contacting police, fire, or ambulance for situations requiring high-level intervention.

QUALIFICATIONS:

The Incumbent must be 21 years of age or older and must possess:

1. A High School Diploma or GED and 2-years' experience in security, the military, or law enforcement.
2. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
3. Intermediate computer skills in MS Word, Excel, and Outlook;
4. An attention to detail with the ability to perform security audits and detailed reports/logging;
5. A solid proficiency in the English language with professional abilities in written, oral, and interpersonal communications;

6. A willingness to maintain scheduling flexibility to cover special events, late evening events, and emergencies as the needs of a seven-day operation require;
7. An understanding and ability to provide security service excellence in all interactions;
8. The ability to critically analyze and resolve quantitative, logistical, interpersonal, and spatial problems;
9. A positive and professional attitude, with the ability to remain calm and make sound decisions when under pressure;
10. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
11. The skills and ability to positively and professionally function as part of a team environment and promote teamwork with a positive and solution-focused attitude;
12. The skills, ability, integrity and commitment to serve as a consistent, positive, professional role model to all employees, volunteers, guests and visitors;
13. An ability to effectively multi-task and coordinate between different projects and/or departments while remaining organized and solution focused;
14. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
15. The ability to lift and carry up to 30 lbs. as needed, stand and sit for extended periods of time, walk long distances regularly, climb stairs regularly, bend, stoop, and twist regularly, manipulate items with fingers frequently, operate a computer and CCTV system regularly, visually monitor guest activities constantly, read and interpret manuals and instructions, and effectively communicate verbally and in written format, with guests, employees, and management regularly;

Preferred Qualifications:

1. An AA degree in Criminal Justice or related field;
2. Security clearance or security classification;
3. Bilingual;
4. Crowd control experience;

APPLICATION PROCESS:

To apply for this position, include all of the following:

1. Cover letter (*include specific reference job # W850*)
2. Resume (*include salary history*)
3. Professional references (*minimum of three*)

Email all application materials to hr@lemaymuseum.org or fax to 253-779-8499.