



## City of Irving Job Description

### Senior Security Officer

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Irving Arts Centre (IAC)
<b>Job Code:</b>	33182	<b>Reports To (Job Title):</b>	Arts Assistant Executive Director - Operations

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#### PURPOSE

To supervise the security operations at the Irving Arts Center (IAC), ensuring a safe and secure environment for IAC visitors, arts groups, employees, artwork, and property.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Patrol IAC by foot or utilizing assigned vehicles and/or equipment to deter trespassers, vandalism, fire hazards, assaults, and theft, including managing crowds and traffic during events.
- Enforce city policies, rules, and regulations, including reporting suspicious or unlawful activities to police and fire departments as appropriate.
- Supervise and evaluate security officers.
- Schedule security officers to ensure safe IAC operations, including hiring and supervising contract personnel as needed.
- Monitor electronic security systems (burglar, fire, and CCTV/DVR systems) to ensure effective operation.
- Maintain a professional image through excellent customer service to all persons entering the IAC.
- Preserve physical security of buildings by unlocking and locking doors, turning lights off and on, and setting alarms.
- Produce reports on daily activities and safety, security, and building maintenance issues.
- Greet and assist visitors, including responding to inquiries and providing assistance with tasks when needed.
- Responsible for scheduling routine maintenance and inspections of the Arts Center vehicles and maintaining repair logs for vehicles.
- Prepare bid specifications and supervise contractors for facility landscaping, security monitoring and housekeeping.
- Manage facility Emergency Preparedness Plans and schedules staff training as needed including annual evacuation drills and first aid training.

#### OTHER DUTIES AND RESPONSIBILITIES

- Substitute for the Arts Assistant Executive Director - Operations on the IAC Safety Review Committee as needed.
- Serve as Facility Safety Officer
- Supervise maintenance for facility vehicles.
- Perform other facility related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 2 employees, as well as contract housekeeping staff and 4-6 contract security officers, depending on demand.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

\$300,000 (Security, landscaping, and housekeeping).

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to completion of 12th grade plus some related college or vocational training.

### **EXPERIENCE**

- At least two (2) years of related experience, including one (1) year of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- An appropriate valid Texas driver's license, or the ability to obtain one, is required.
- Current CPR certificate.

### **KNOWLEDGE OF**

- High level of knowledge regarding facility alarm, fire sprinkler, fire doors, and CCTV/DVR systems operation; understanding how each system interacts with one another.
- Management and Supervision: IPD Standard Operating Procedures, personnel motivation, oversight, and evaluation.
- Public Safety and Security: Public safety and security operations, rules, regulations, and precautions; crime prevention; and the protection of people, data, and property.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Psychology: Knowledge of human behavior and performance and individual differences in ability, personality, and interest.
- Office Software: Current word processing, spreadsheet preparation, and email programs used by the City.

## **SKILLS AND ABILITIES IN**

- Mechanical/Technical: Safely operating diverse light equipment including computers, cameras, cell phone, and radios.
- Active Listening: Listening to what others are saying and asking appropriate questions.
- Sound-based Problem Sensitivity: Identifying unusual sounds that may indicate a potential problem within the facility.
- Sight-Based Problem Sensitivity: Seeing and observing to identify circumstances/situations that may indicate a problem within the facility.
- Fragrancy-based Problem Sensitivity: Identifying unusual odors that may indicate a problem with in the facility.
- (General) Problem Sensitivity: Sensing when something is wrong or is likely to go wrong.
- Problem Identification: Identifying the nature of problems.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Information Gathering: Knowing how to find information and identifying essential information.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, one-on-one or with groups, so others will understand. This includes completing reports according to pre-set formats.
- Speech Recognition: Identifying and understanding the speech of another person.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences: oral comprehension.
- Reaction Time: Quickly responding (with the hand, finger, or foot) to one signal (e.g., sound, light, or picture) when it appears.
- Response Orientation: Choosing quickly and correctly between two or more movements in response to two or more signals (e.g., lights, sounds, or pictures). This includes the speed with which the correct response is started with the hand, foot, or other body parts.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **CONTACTS**

City Purchasing, shop (vehicle maintenance), Police/Fire, and IT department. Landscaping and housekeeping vendor, facility alarm vendor, and facility clients/visitors.

## **EQUIPMENT AND PROPERTY**

High level of knowledge: Facility alarm and safety systems, CCTV systems, cells phone and facility vehicles. IAC facility in general.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, sit, smell, stand, talk, and/or walk. Frequently, s/he is required to drive a vehicle, grasp, handle, feel, and/or lift up to 10 pounds. S/he occasionally must carry, climb, lift up to 25 pounds, pull, push, and/or reach. In rare instances, the employee must balance, kneel, lift up to 50 pounds, run, and/or stoop.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee may be exposed to blood-borne pathogens, extreme temperatures or weather conditions, improper illumination, and/or violence. This job requires the employee to make decisions directly affecting the safety of others. Encounters with the public occasionally are characterized by conflict and anxiety. The noise level in the work environment usually is moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.