



## **SECURITY AND PUBLIC SAFETY OFFICER**

The Witte Museum is a catalyst for creating San Antonio as a City on the Rise, shaping the future of Texas. The Witte recently completed a once-in-a-hundred-years, \$100 million transformation, placing the museum on par with Top Tier institutions. Founded in 1926, the Witte Museum is San Antonio's premier museum that inspires people to shape the future of Texas through transformative and relevant experiences in nature, science and culture.

### **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 Security & Public Safety 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.

### **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 and Manager of Security and 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 and Manager of Security & Public Safety
- Assists with special events as assigned by the Director of Security & Public Safety and Manager of Security & Public Safety
- Performs duties as assigned by the Director of Security & Public Safety and Manager of Security & Public Safety
- Other duties as assigned

### **EDUCATION:**

- Required: High School Diploma or GED

### **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 moderately heavy objects (30lbs.), bend, 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: Open until filled

Résumé and Cover Letter may be emailed to: [humanresources@wittemuseum.org](mailto:humanresources@wittemuseum.org)