



## POSITION ANNOUNCEMENT

### MANAGER OF SECURITY & PUBLIC SAFETY – FT

#### POSITION SUMMARY

The Manager of Security & Public Safety ensures the safety and security of all persons, facilities and collections at the Witte Museum and its related sites. This position supports the Director of Security & Public Safety in response to all emergency situations. The Manager of Security & Public Safety has a comprehensive understanding of asset protection, physical security, loss prevention and emergency management. The Manager of Security & Public Safety collaborates with local, state and federal agencies to protect the museum and its assets. This is a highly visible, visitor-driven position.

We are seeking candidates who exude professionalism, creativity and field knowledge. An exceptional relationship builder and strategic thinker, the ideal candidate is highly organized and driven by setting goals, developing plans, and executing. This is a multifaceted role requiring skill and sophistication in support of security and safety protocols and policies.

#### RESPONSIBILITIES

- Provides excellent leadership, management, and communication to the Security & Public Safety department; oversees the daily routine and ensures officers uphold the code of conduct, policies and professional standards
- Manages the daily operation of physical security and fire applications; ensures these are up to standard by conducting periodic inspections of all systems and equipment, ensure systems are monitored at all times, abnormalities are investigated promptly and service calls are thoroughly supervised to completion
- Ensures daily reports and incident reports are completed, recorded, and distributed
- Manages the key system and inventory, issues keys and generates access cards to appropriate museum staff for access to specific areas of the museum; determines access card eligibility and authorization
- Develops and implements a Security & Public Safety department training curriculum to achieve consistent results
- Coordinates with Safety Technician within the department to fulfill the training of all museum staff in First Aid/CPR, AED, Bloodborne Pathogens, fire safety and suppression, emergency response and day-to-day security procedures
- Manages department supplies, ensures proper equipment operation and maintains Security Control Room organization
- Manages work schedules including security coverage between the Special Events department and local law enforcement
- Assists Director of Security & Public Safety in department operational budget management, which includes forecasting
- Assists the Director of Security & Public Safety with maintaining an ongoing liaison with third party vendors, contractors and local authorities
- Maintains an active presence in the museum galleries and interacts positively with museum visitors
- Performs various duties as assigned by the Director of Security & Public Safety and Chief Facilities and Security Officer

#### EDUCATION

- Required: High School diploma or equivalent
- Preferred: Bachelor's Degree in security or related field

#### EXPERIENCE AND SKILLS

- Must have a minimum of 5 years of security experience
- CPR/First Aid certified or complete the certification within the first three months of employment
- Computer proficiency in Microsoft Word and Excel
- Security software and fire system experience, including experience troubleshooting systems and equipment
- Must be able to work independently and as a team member
- Preferred: bilingual English/Spanish

#### PHYSICAL REQUIREMENTS

- Must be in good physical condition and able to lift and carry up to 35 lbs., while walking and climbing stairs
- Must be able to stand and sit for extended periods of time
- Must be able to work a flexible schedule including weekends, holidays, and after hours

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)