



POSITION ANNOUNCEMENT

SECURITY & PUBLIC SAFETY OFFICER – PART-TIME

POSITION SUMMARY

The Witte Museum, a history and science museum along the San Antonio River, has a dynamic team and community based environment. The Witte Museum has 500,000 annual visitors and is a family focused museum.

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.

KEY DUTIES AND 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 and 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 and 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
- May monitor security and fire systems, access control and CCTV
- Performs duties as assigned by the Director of Security & Public Safety ,Chief of Facilities and 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 and lift up to 30lbs.
- Must be able to bend, stoop, 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