

Job Description

The Columbus Museum, Inc.

Corporate Security Deputy

Purpose Statement

The job of the Corporate Security Deputy is in the Administrative Department of the Columbus Museum. This position is a full-time position responsible for overseeing operational aspects of security and safety at the museum. The incumbent is also charged with assisting in other operations at the museum where needed if it does not interfere with the primary security and safety responsibilities. This position is supervised by the Security Chief and reports to the Deputy Director of Operations.

Essential Functions

- Advises the Security Chief and Deputy Director of Operations on all aspects of security and safety of the building contents, and individuals within the building and on grounds of the facility.
- Coordinates the resolution of emergencies in the museum or on the grounds.
- Manages a security staff comprised of several gallery attendants.
- Coordinates with museum staff to plan and prepare organizational documents that support museum events, ensuring that a safe and secure environment is maintained at all times.
- Holds primary responsibility for decisions concerning security, safety, and other operations of the museum when no other senior staff members are present or available.
- Maintains the primary responsibility for monitoring the fire, security and emergency generator signals, and video surveillance equipment.
- Performs safety and security inspections on a regular basis to ensure adherence to museum and school district policy.
- Ensures that incident reports are prepared and maintained whenever a reportable incident occurs in the museum or on the grounds of the facility.
- Manages the daily operations of the loading dock, insuring that property and personnel enter and exit the museum according to established policy.
- Answer general inquiries from staff and outside sources.

Other functions

- Performs a safety and security walk of the museum while conducting opening and closing procedures daily.
- Performs at least one safety and security walk of the grounds and the facility weekly.
- Locates and responds to calls for unidentified vendor/contractors located in the museum's rear area.
- Ensure all mail procedures are followed by established policy.
- When necessary, maintain operations at the front desk, answering guest questions and maintaining required paperwork.
- Answer the telephone and be proficient in the Museum's multi-line telephone system. Direct calls to the appropriate staff person or answer the caller's questions.
- Other duties as assigned

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills: The incumbent must have a detailed knowledge of the museum facility and all possible entrances and exits and must have a thorough knowledge of electronic security including video surveillance and fire alarm systems. This position requires excellent clerical and organizational skills, including typing, and must be proficient in Microsoft Office. Well-developed interpersonal skills are important in working with museum staff and trustees, School District personnel, other museum and professional personnel, museum volunteers, and the general public. This person must possess poise, courtesy, and diplomacy when dealing with people, both in person and by telephone. Must be organized, able to carry through on tasks assigned, and have a facility for work that requires attention to detail. It is important that this person also be able to handle confidential information with appropriate discretion.

Knowledge is required of all Microsoft Office products. Knowledge of the Museum system of reporting is necessary. Up-to-date knowledge of new security systems and procedures is essential, and the individual in this position should pursue the acquisition of this knowledge through research and training.

Ability is required to handle several of the above-mentioned duties simultaneously. Responsibilities include being self-motivated and being able to prioritize competing requests and deadlines. It is important to be able to work without constant supervision. Utilization of resources from other areas of the Museum is needed to perform this job. The incumbent must possess the ability to communicate tactfully but firmly with visitors and staff concerning security and safety, must maintain a neat, clean, and authoritative appearance. The incumbent must have the ability to make decisions, using common sense approach to problems.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, balancing and bending. Generally, the job requires 50% sitting, 30% walking and 20% standing.

Education: High school diploma is required. Must have knowledge of Microsoft products, good understanding of Excel and Outlook. Incumbent must have formal training in security techniques and procedures and experience with computerized security.

Experience: The incumbent must have prior experience in security and must maintain a security clearance, must be physically able to perform duties and must be able to respond to security/fire alarms during periods the museum is closed.

Equivalency: High School Graduate

Required Testing and Certificates and licenses CPR certificate

Continuing Education /Training Clearances

Requires criminal fingerprint background every 5 years. Criminal Justice Fingerprint/Background Clearance.