

JOB TITLE : MUSEUM SECURITY/COORDINATOR

JOB FAMILY : LIBRARY/MUSEUM

BAND : E

FLSA : NONEXEMPT

JOB CODE : 10928

MAIN FUNCTION:

Provide security coverage for the museum; coordinate and supervise the implementation of special events held in the museum.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Organize and implement security coverage for museum galleries and special events.

Develop long-range planning goals for museum security; investigate proposed security systems.

Supervise and administer personnel procedures for security officers.

Interview, hire, train, and evaluate newly hired officers.

Establish procedures and policies governing special events held at the museum.

Advise building superintendent of equipment repairs.

Serve as museum representative and contact person for university departments in the scheduling of receptions, presentations, and luncheons.

Monitor museum metered parking; issue tickets for parking violations.

Act as building supervisor in building superintendent's absence.

JOB PROFILE :

MINIMUM EDUCATION : Trade/technical/vocational school degree or equivalent.

MINIMUM EXPERIENCE: 3 but less than 5 years of experience or equivalent.

IMPACT: Accountable for activities which have a moderate impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts are throughout the University and involve assisting others, and providing or obtaining cooperation for the completion of tasks.

CONTACTS OUTSIDE THE UNIVERSITY: Occasional contact to provide information and instruction.

CONTACTS WITH STUDENTS: Deal with confidential information such as grades, financial records, etc.

SUPERVISION GIVEN: Responsible for providing day-to-day supervisory direction to employees within the department.

COMPLEXITY: Occasionally required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally involve many diverse and unrelated processes and methods. Work requires sophisticated reasoning skills.

LEVEL OF DECISION MAKING: Responsible for making decisions about work within prescribed limits, and/or providing input to others for decision-making.

FREEDOM OF ACTION: General supervision, where some interpretation of established work policies and procedures is required.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.