

BUFFALO SOCIETY OF NATURAL SCIENCES
Security Supervisor
Buffalo Museum of Science - Inspiring curiosity through exploration
Tifft Nature Preserve - Valuing nature's wisdom

Dept. /Division: Buildings and Grounds

Position Title: Security Supervisor

Primary Reporting Responsibility: Head of Buildings and Grounds

Status: Full-time/ Exempt (flexible, Monday to Friday, 8am to 6pm, some evenings, weekends, and holidays)

Overview: At the Buffalo Society of Natural Sciences, we believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary of Position: Under the supervision of the Head of Buildings & Grounds (B&G), the Head of Security leads the organization's security department and functions. The position oversees the security and safety of all individuals in the Museum. The Head of Security is primarily responsible for producing and maintaining an appropriate Security Team to support BSNS activities, by overseeing hiring, training, and scheduling members of a contracted security team. This position plans, organizes, and supervises all work of the Security Team and ensures that while people are onsite, they feel safe and secure. The Security Supervisor position supports and interacts with staff at all levels of the organization.

Essential Functions and Responsibilities:

- Establish and maintain high standards of security and safety at the BSNS, ensuring that the function supports best in class workplace and guest experience.
- Participate in all activities associated with planning and decision-making required to maintain the security, safety, and use of BSNS facilities.
- Oversee recruitment, placement, and training of the Security Team through an outsourced vendor, ensuring sufficient staffing for the BSNS facilities and activities.
- Work with the Head of B&G to develop appropriate training materials and program for all Security Team members.
- Provide positive supervision and direction for the Security Team through ongoing communication, motivation, and leadership.
- Inspect the BSNS facilities on a scheduled and random basis to review operations, ensure effectiveness, and high-quality performance of Security Team personnel.
- Represent the Security Team at interdepartmental meetings.
- Review and respond to written and oral reports about all incidents as well as staff recommendations.
- Develop and enforce policies for monitoring security, fire, and life safety.
- Work with the Head of IT to maintain BSNS video surveillance technology, intrusion detection systems, and access control systems.
- Investigate incidents resulting in injury, loss or damage of property or museum facilities, completing, and submitting all necessary reports to management.
- Establish and maintain working relationships with federal, state, and local government agencies to ensure the continuous protection of the BSNS and compliance with regulations.
- Oversee special events, programs, visitors, ensure special exhibit security, and monitors deliveries.

- Oversee relationships with contractors to secure additional security staff. Supports relationships with contractors supplying video surveillance, intrusion systems, fire systems, life safety equipment, and other third parties' systems.
- Work with the Head of B&G to develop and maintain an annual budget.
- Understands, supports, and abides by the standards of conduct set forth by the BSNS handbook, policies, and protocols.
- Other responsibilities as needed.

Education, Experience & Skills Required:

The Society's culture is one of collaboration, collegiality, and teamwork. The Head of Security must have a desire to work in a mission-first and audience-centered culture following the Society's core values of integrity, engagement, diversity, and knowledge. The Head of Security must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues.

- Associate Degree in related field (criminal justice, facilities management, etc.) and 3 years of relevant experience involving security and safety of people and facilities.
- Ability to manage, lead, and motivate a team while treating all with respect.
- NYS Driver's license in good standing.
- Ability to work effectively with MS Office, Word, Excel, Outlook required.
- Good customer services skills: ability to professionally meet with BSNS guests and contractors.

Physical Demands:

- Ability to respond quickly to urgent security and safety concerns.
- Ability to bend, stoop, climb, push-pull doors, sit for long periods of time.
- Reading printed material and computer screens regularly throughout the day.
- Moving around between the Society's sites on a regular basis.
- Must be able to work evenings, weekends, and holidays as necessary.

Equal Opportunity Employer

At the Buffalo Society of Natural Sciences, we believe that to achieve the greatest potential in opportunity, innovation, and discovery, as well as to reach the highest level of effectiveness and well-informed decision making, diversity of experience and viewpoints is paramount. Further, as a mission-first organization that seeks to be a welcoming and welcomed resource for all in our community, the Society strives to reflect the great diversity of those living in western New York. We encourage applications from individuals of all backgrounds and life experience. The Buffalo Society of Natural Sciences is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.

The Buffalo Museum of Science is a non-profit educational institution dedicated to providing relevant science programming to learners of all ages. The Buffalo Museum of Science is governed by the Buffalo Society of Natural Sciences alongside Tiff Nature Preserve in South Buffalo. Learn more at www.sciencebuff.org.

Please submit resume and cover letter to Resumes@GoldhawkHR.com.