

## Security Supervisor 37.5 hours per week – Buffalo Museum of Science

The Buffalo Museum of Science is looking for a fulltime Security Supervisor who will work (4) days per week 0745-1800 Monday, Tuesday, Saturday, and Sunday

Security Supervisor will be paid \$19/hour, and may have the opportunity to pick up additional shifts on occasion. You will work directly with the Security Manager to meet goals and expectations of the department.

### **Essential Functions and Responsibilities:**

- Ensures the safety and security of all those entering the Museum by patrolling the property and access points outdoors and by monitoring surveillance and alarm equipment.
- Operates alarm systems, CCTV surveillance technology, and check point reporting systems.
- Investigates security breaches, incidents, and other unusual behavior.
- Investigate incidents resulting in injury, loss or damage of property or museum facilities, completing, and submitting all necessary reports to management.
- Reviews and responds to written and oral reports about all incidents, as well as staff recommendations.
- Reports irregularities and incidents to manager and records details in writing.
- Interviews witnesses and obtains signatures as needed.
- Helps ensure compliance with regulations and standards set by federal, state, and local government agencies.
- Establish and maintain high standards of security and safety at the BSNS, ensuring that the function supports best in class workplace and guest experience.
- Communicates with visitors and staff in an effective and polite manner.
- Understands, supports, and abides by the standard of conduct set forth in the BSNS policies, protocols, and handbook.
- Supervises security guards during shifts and enforces department policy and standards
- Responds to emergencies and coordinates with security staff, B&G and first responders
- Other responsibilities as needed.

### **Education, Experience & Skills Required:**

- Completed GED or High school diploma is required.
- 2 year of experience in security related field preferred
- 1 year supervisory experience
- Museum experience preferred
- Valid NYS driver's license in good standing.
- Valid NYS Guard card in good standing.
- Experience using CCTV and related surveillance technology equipment.
- CPR and Narcan certified, preferred.
- MS Word, Excel, Outlook experience.
- Excellent customer service skills: ability to communicate professionally with staff, guests, contractors
- Regular attendance is an essential function of the job.

### **Physical Demands:**

- Ability to respond quickly to security and safety concerns.
- Ability to walk, bend, stoop, climb, push/pull doors, sit for long periods of time.
- Read printed material and computer screens regularly throughout the day.

**Culture and Values**

The Society's culture is one of collaboration, collegiality, and teamwork. The Brand Identity Specialist must have a desire to work in a mission-first and audience-centered culture following the Society's core values of service, curiosity, collaboration, integrity, and inclusivity. The Brand Identity Specialist must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues.

**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.

Please submit resume to [Gcastronomy@sciencebuff.org](mailto:Gcastronomy@sciencebuff.org)