



THE OREGON
HISTORICAL
SOCIETY
FOUNDED 1898

Job Description

Job Title: Security Officer (PT)

SUMMARY

Security Officers are responsible for daily enforcement of OHS security policies and standing orders through patrols, surveillance, personal initiative and decision-making, and reporting under the immediate supervision of the Director of Operations & Administration who also serves as the security executive of the Oregon Historical Society. Officers are the guardians of the Society's members, staff, visitors, premises, and collections, and as such will be held to the Private Security Professionals Code of Ethics as prescribed by the Oregon Board on Public Safety Standards and Training pursuant to its authority under Oregon Revised Statutes. Security Officers are expected to perform their duties with honor, compassion, and an ethical manner, within the boundaries established by State and Federal law. Security Officers will participate in regular training to maintain and enhance their professional skills, as directed by the Director of Operations & Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Enforcement - The Security Officer's primary duty is the enforcement of the security policies of the Oregon Historical Society as directed by the Director of Operations & Administration through standing orders, including monitoring staff and visitor compliance with visual identification rules and procedures, monitoring and controlling access to restricted areas, monitoring and controlling visitor department while on OHS property. Officers will report potential or actual custodial / health and safety problems to supervisor or taking immediate remedial action if necessary to ensure staff and visitor comfort and safety.

Patrol - Performing regular interior and exterior foot patrols of OHS building and grounds and carry out standing orders as directed by the Director of Operations & Administration including surveillance of exhibit galleries & current exhibits (case contents, wall-mounted objects, lighting) for any irregularities (evidence of tampering with exhibits, missing items, vandalism) or environmental problems (spills, leaks, trash, burned out lamps); checking secured areas (door locks, electrical switches, emergency stairwells, loading areas, elevators, storage & work areas) to ensure they are secure and/or have only authorized individual present; ensuring exterior facilities (ellipse, garage, walks & breeze way, landscaping) are free of disorder, disruptive or illegal behavior, and free of trash, unsafe or unhealthy materials or circumstances.

Immediate Assistance Calls - Security Officers are responsible for primary response to Immediate Assistance Calls from OHS staff. Officers are responsible for assessing immediate situation on the scene and exercising their own discretion in applying their standing orders and OHS security policies, including the summoning of emergency services and their supervisors and/or other Facilities staff members for immediate assistance.

Public Information - Security officers are responsible for providing assistance, directions, and general information about the Oregon Historical Society, its facilities and their use, and programming.

Reporting - Security Officers will keep written notes of note-worthy incidents and security / facilities issues or problems during their shift and patrols and complete the appropriate report forms at the end of shift for submission to the Director of Operations & Administration for disposition. Officers will use the OHS radio net for immediate reporting and patrol communication, observing proper operational procedures and etiquette at all times.

Percentage of Time Allotted:

- 90% Enforcement, Patrol, Immediate Assistance Calls, and Public Information activities are duties that are performed either simultaneously or many times for short periods during each shift.
- 5% Reporting
- 5% others duties as assigned

Interpersonal Contact:

Contacts are made at all levels within the society as a service provider and team member in day-to-day operations. Visitor contacts involve information exchange and require sensitivity, persuasion and diplomacy in dealing with problems and ensuring visitor satisfaction. Extreme care must be taken provide a positive experience when dealing with visitors who frequently include influential community members and significant donors.

LEAD SECURITY OFFICER RESPONSIBILITIES

A Security Officer may be designated as a lead Officer for purposes of patrol supervision on the basis of service seniority during absences of the Director of Operations & Administration or higher level supervisors. A lead Security Officer is responsible for ensuring that the Security Program Standing Orders and related Security directives are properly followed by all Officers on patrol during their shift.

QUALIFICATIONS

Ability to learn basic security guard procedures and practices as per the legally mandated minimum requirements. Security Guards will obtain their certification as a private security professional by the Oregon Department of Public Safety Standards and Training (DPSST) within 90 days of employment and will maintain that certification as required by Oregon Revised Statutes

Security Officers must be free of criminal conviction record indicating moral turpitude, history of violent acts that would indicate potential harm to a visitor or employee, history of child abuse / sexual abuse.

Ability to be trained and administer CPR and First Aid.

EDUCATION and/or EXPERIENCE

High School diploma or equivalent. Prefer 2-3 years security experience and First Aid / CPR training.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

Has moderate computer job skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information, download forms, and preserve/backup important data. Basic knowledge of Microsoft Office application (Excel, Word, Outlook, etc.) is essential.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS & OTHER REQUIREMENTS

Valid Oregon driver's license and the ability to pass a background check. Maintain private security professional certification by the Oregon Department of Public Safety Standards and Training (DPSST).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds unassisted. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. This position requires extended work hours at busy times of the year. Must be willing and able to work a flex schedule to meet the demands of the position. May be required to work in a confined space shared with other workers and/or volunteers.



Position submitted by: _____

Date: _____

Approval: _____

Date: _____