

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Art Museum Security Officer</u>
Sch & Grade	<u>PAT-3</u>
Class Code	<u>DA05</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Public Safety Support & Security</u>

PRIMARY PURPOSE:

Performs responsible and professional security work relative to the safekeeping of the Springfield Art Museum, its property, exhibitions and collections.

SUPERVISION:

Under the direct supervision of the Director of the Art Museum.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Opens and closes the Springfield Art Museum; activating and deactivating the electronic alarm system at prescribed times; assists in operating security video monitoring system.
2. Inspects premises for such irregularities as signs of intrusion, interruption of utility service, etc.
3. Continually patrols the museum, protecting the building and its contents from potential losses, theft or vandalism.
4. Watches for and reports irregularities, such as fire hazards, leaking pipes, unsecured windows and doors; assists in safety checks of fire extinguishing equipment.
5. Inspects outgoing traffic to prevent unauthorized removal of Museum property.
6. Informs and/or warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles; may apprehend or expel violators.
7. Assists visitors and patrons of the Museum by providing direction to various parts of the building, or grounds, answering general questions, etc.
8. Sounds alarms or calls appropriate emergency response personnel, as needed.
9. Cooperates with police, fire and other authorities in problems affecting the Museum.
10. Prepares and maintains records of daily activities, property damage, unusual occurrences, etc.
11. Recommends procedures to enhance the security of the Art Museum.

IMPORTANT FUNCTIONS:

1. May perform custodial duties and set thermostatic controls, as needed.
2. May regulate vehicle and pedestrian traffic to maintain orderly flow.
3. May stand guard during counting of daily cash receipts.
4. Provides first aid to museum patrons as needed.
5. May perform front desk duties as needed.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of safety and security practices and procedures.

Abilities

Ability to observe, confront and report security situations which are potentially hazardous or which may cause loss to the Museum; prepare accurate reports based on observations; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; neat and appropriate dress required; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires approximately six months experience in security work, law enforcement, military or art museum experience.

Physical Requirements

Performs bending, climbing, kneeling, reaching from ground level to overhead, pushing and pulling up to 25 pounds; must be able to visually observe and monitor Museum building, grounds, security cameras and other related equipment; may be subjected to long periods of standing or walking while performing foot patrol of facilities.

Working Environment

Primarily indoors with heating and cooling regulated. May be exposed to extreme weather conditions when patrolling Museum grounds or performing outside duties relating to traffic control.

Licensing/Certification

None required.

Miscellaneous Requirements

Frequently required to work irregular hours, including evenings and weekends, as needed, depending on Art Museum exhibition schedules and other activities. Must successfully complete and pass a security background investigation.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 2617
Comments:	Updated Abilities	Date: December, 1976

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____